



Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor, MS 202  
West Sacramento, CA 95605-2811

State of California  
**MULTIPLE AWARD SCHEDULE**  
**Satellite Tracking of People LLC**

4-09-03-0370A - GPS-Global Positioning System  
Security-Surveillance System  
Offender Tracking System SRVC

*(Above descriptions for marketing purposes only. Review contract for products/services available.)*

CONTRACT NUMBER: 4-09-03-0370A

CMAS TERM DATES: 4/22/2009 through 5/31/2014

DISTRIBUTION: STATEWIDE

**NOTICE: Products and/or services on this CMAS contract may be available on a mandatory Strategically Sourced (CSSI) Contract. If this is the case, the use of this CMAS contract is restricted unless the State agency has an approved exemption pursuant to MM 05-11, and as further explained in the CSSI Contract User Instructions. Information regarding CSSI contracts can be obtained at the website: [www.pd.dgs.ca.gov/stratsourcing](http://www.pd.dgs.ca.gov/stratsourcing). This requirement is not applicable to local government entities.**

The information technology services offered under this contract can only be provided where they are incidental to and in support of the business solutions developed under this contract.

The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated July 2006.

Agency non-compliance with the requirements of this contract may result in the loss of delegated authority to use the CMAS program.

Contractor non-compliance with the requirements of this contract may result in contract termination.

*DK*

Effective Date: **4/22/2009**

**LENAYA L. SALMAN, Program Analyst, California Multiple Award Schedules Unit**

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)  
SATELLITE TRACKING OF PEOPLE LLC  
CMAS NO. 4-09-03-0370A**

**AVAILABLE PRODUCTS AND/OR SERVICES**

This contract provides for the purchase and warranty of an Electronic Tracking Service.

**CMAS BASE CONTRACT**

This CMAS contract is based on some or all of the products and/or services and prices from GSA #GS-07F-0189V (Satellite Tracking of People LLC) with a GSA term of 3/3/2009 through 3/2/2014. The term of this CMAS contract incorporates an extension of three months beyond the expiration of the base GSA contract, and is shown in the "CMAS Term Dates" on page 1.

**ISSUE PURCHASE ORDER TO:**

Agency purchase orders must be mailed to the following address, or faxed to 832/553-9530:

**Satellite Tracking of People LLC  
1212 North Post Oak Road, Suite 100  
Houston, TX 77055  
Attn: Greg Utterback**

Agencies with questions regarding products and/or services may contact the contractor as follows:

**Phone: 832/553-9502  
E-mail: gutterback@stopllc.com**

**APPROVAL OF ORDERS FOR NON-IT CONSULTING**

For Non-Information Technology services that exceed \$50,000, the Statement of Work must be forwarded to DGS/PD with the purchase order for review and approval prior to issuing purchase order. Refer to the provision of this contract entitled "Consulting or Personal Services" for more information on this matter.

Agencies entering into more than one Non-IT consulting services contract with the same contractor within a 12-month period for an aggregate amount of \$12,500 or more must have each contract approved by the DGS, Office of Legal Services. Refer to Public Contract Code Section 10371 and State Contracting Manual, Volume 1, Section 3.02.3B.

**DARFUR CONTRACTING ACT**

This contractor has certified compliance to the Darfur Contracting Act per PCC section 10475, et seq. See the attached certification from this contractor regarding this act.

**WARRANTY**

For warranties, see the federal GSA schedule and the CMAS Terms and Conditions, General Provisions, CMAS Warranty.

**DELIVERY**

3 days after receipt of order, or as negotiated between agency and contractor and included in the purchase order, or as otherwise stipulated in the contract.

**PURCHASING AUTHORITY DOLLAR THRESHOLD**

No CMAS order may be executed by a State agency that exceeds that agency's CMAS purchasing authority threshold or the CMAS maximum order limit, whichever is less.

**MAXIMUM ORDER LIMITS (Local Governments are Exempt)**

The order limits for orders placed against CMAS contracts are as follows:

Information Technology Goods & Services:	<b>\$500,000</b>
Non-Information Technology Services:	<b>\$250,000</b>
(DGS-PD prior approval required if over \$50,000. See further below.)	
Non-Information Technology Goods:	<b>\$100,000</b>

These transactions are subject to the following requirements:

- State agencies must solicit a minimum of 3 CMAS contractors including 1 small business and/or DVBE (if available) who are authorized to sell the needed products and/or services listed on the CMAS contract and document responses. This is not a bid transaction so small business preference, protest language, intents to award, evaluation criteria, advertising, etc. are not applicable.
- If less than 3 offers received, state agencies must document their files with the reasons why the other suppliers solicited did not respond with an offer.
- If only one source is known (competing offers cannot be obtained), the non-competitive bid (NCB) contract process must be followed. See the latest Management Memo (currently MM 03-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued, for NCB guidelines. Exceptions to NCB process are also addressed in MM 03-10.
- Evaluation and award may be based on best value, as applicable, and not restricted to lowest cost.
- For CMAS transactions under \$5,000 only one offer is required if the state agency can establish and document that the price is fair and reasonable.

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- Orders for Information Technology Goods and Services exceeding \$250,000 require additional documentation. See the latest Management Memo (currently MM 03-10) for specific information on these additional requirements.
- Exemptions to the CMAS order limits are not allowed.
- Local governments set their own order limits, and are not bound by the above order limits and requirements.

**SPLITTING ORDERS**

Splitting orders to avoid any monetary limitations is prohibited.

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders (SAM 3572).

Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited (SAM 4819.34).

**MINIMUM ORDER LIMITATION**

There is no minimum dollar value limitation on orders placed under this contract.

**ORDERING PROCEDURES**

**1. Order Form**

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.osp.dgs.ca.gov/pdf/std065.pdf>

**2. Purchase Orders**

**The agency is required to forward a copy of each purchase order to the Department of General Services (DGS), Procurement Division, Data Management, 707 Third Street, 2<sup>nd</sup> Floor, MS 203, West Sacramento, CA 95605-2811 (IMS# Z-1).**

The agency is required to complete and distribute the order form. For services, the agency shall modify the information contained on the order to include the service period (start and end date), and the monthly cost (or other intermittent cost), and any other information pertinent to the services being provided. The cost for each line item should be included in the order, not just system totals. See the CMAS Services Guide at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (click on CMAS) for guidelines pertaining to all orders for services.

The contractor must immediately reject orders that are not accurate. Discrepancies are to be negotiated and incorporated into the order prior to the products and services being delivered.

**3. Service and Delivery after Contract Expiration**

The purchase order must be issued before the CMAS contract end term expires. However, delivery of the products or completion of the services may be after the contract end term expires (unless otherwise specifically stated in the contract), but must be as provided for in the contract and as specified in the purchase order.

Also, purchase order amendments cannot be issued to add products or services if the CMAS contract end term has expired.

**4. Multiple Contracts on STD. 65 Order Form**

Agencies may include multiple CMAS contracts from the same contractor on a single Std. 65 Contract/Delegation Purchase Order. For guidelines, see the Purchasing Authority Manual, Chapter 6.B4.1.

**5. Amendments to Department's Purchase Orders**

Management Memo 03-10 provides the following direction regarding amendments to department purchase orders:

**Orders for IT Goods & Services or Non-IT Goods:**

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the Request for Offers process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendment.

**Orders for Non-IT Services:**

Original orders, which do not include options for changes (e.g., quantity or time), may be amended. This only applies to the first amendment, the time shall not exceed one year, or add not more than 30% of the original order value, not to exceed \$250,000. The original contract must have permitted amendments. Outside of these conditions, the NCB process must be followed.

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Also see the Purchasing Authority Manual, Chapter 8, Topic 7, for more information on amending purchase orders.

**CONTRACT PRICES**

Contract prices for products and/or services are maximums. The ordering agency is encouraged to negotiate lower prices.

**CONTRACTOR OWNERSHIP INFORMATION**

Satellite Tracking of People LLC is a large business enterprise.

**SMALL BUSINESS MUST BE CONSIDERED**

Prior to placing orders under the CMAS program, state agencies shall whenever practicable first consider offers from small businesses that have established CMAS contracts [GC Section 14846(b)]. NOTE: The Department of General Services auditors will request substantiation of compliance with this requirement when agency files are reviewed.

The following website lists CMAS Small Business and Disabled Veteran Partners:

[www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov)  
(click on CMAS    click on State Agencies)

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (a fee currently charged to customer agencies to support the CMAS program) for orders to certified small business enterprises.

See the current fees in the DGS Price Book at:  
<http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>

**SMALL BUSINESS/DVBE - TRACKING**

State agencies are able to claim subcontracting dollars towards their small business or DVBE goals whenever the Contractor subcontracts a commercially useful function to a certified small business or DVBE. The Contractor will provide the ordering agency with the name of the small business or DVBE used and the dollar amount the ordering agency can apply towards its small business or DVBE goal.

**SMALL BUSINESS/DVBE - SUBCONTRACTING**

1. The amount an ordering agency can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the Contractor to each small business or DVBE.
2. The Contractor will provide an ordering agency with the following information at the time the order is quoted:

- a. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the fulfillment of the order.
  - b. The Contractor will indicate to the ordering agency how the order meets the small business or DVBE goal, as follows:
    - List the name of each company that is certified by the Office of Small Business and DVBE Certification that it intends to subcontract a commercially useful function to; and
    - Include the small business or DVBE certification number of each company listed, and attach a copy of each certification; and
    - Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering agency towards the small business or DVBE goal; and
    - Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.
3. The ordering agency's purchase order must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor as outlined above.

**CONSULTING OR PERSONAL SERVICES**

To ensure sufficient expertise for all consulting or personal services contracts, prior to issuing an order, the agency is required to review the resumes of all personnel the contractor intends to use to fulfill the order. Each agency is responsible for verifying that contractor personnel meet any education or experience requirements listed in the CMAS contract.

Each order should contain, as a minimum, a description of the task, a statement of the contractor's responsibilities, completion criteria, a list of deliverable items (if any), the estimated starting date, the scheduled completion date, and a fixed cost for each task.

See the CMAS Services Guide at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (click on CMAS) for guidelines pertaining to all orders for services).

The aggregate of the fixed costs for all tasks constitutes the fixed price ceiling for all tasks described.

**1. Bond Requirements**

For guidelines, see the CMAS contract, General Terms and Conditions, CMAS Progress Payments / Performance Bonds. Also, see the CMAS Services Guide, Section 2, Bond Requirements provision.

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**2. Outsourcing Services**

Careful analysis must be given by state agencies to using contracted personnel rather than using civil service positions within state government. Outsourcing services is permissible under the following conditions.

Government Code 19130(c) requires that all persons who provide services to the State under conditions that constitute an employment relationship shall, unless exempted by Article VII (Section 4) of the California Constitution, be retained under an appropriate civil service appointment.

Management Memo (MM) 95-18 provides the guidance necessary to make the required determination between employee status and independent contractor status and requires a certification about employee status and independent contractor status for each individual under contract.

Issuing a CMAS purchase order for services is permissible when any of the following conditions set forth in Government Code Section 19130(b) can be met:

- Exempt under Constitution
- New state function and legislative authority
- Service not available; highly specialized or
- Technical
- Incidental to the purchase or lease
- Conflict of interest; need unbiased findings
- Emergency appointment
- Private counsel, with Attorney General (AG) approval and Governor's Office, if applicable
- Contractor will provide deliverables that are not feasible for the State to provide
- Training when civil service is not available
- Urgent, temporary, or occasional services when civil service delay would frustrate the purpose (see Option 2 below)

**When justified as outlined above, personal services must fall under one of the two following options:**

**Option 1.** CMAS orders for personal services such as project management, independent verification and validation, systems analysis and design, and miscellaneous services are not limited to the number of hours or months per year that a consultant can work if the services contracted for are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system (Government Code 19130.b (3)).

**Option 2.** CMAS personal services orders for programmers, systems analysts, and technical specialists which are of an urgent, temporary, or occasional nature, such that hiring additional civil service positions is not feasible, are limited to nine months (1548 hours) per consultant within a twelve consecutive month period (Government Code 19130.b (10)/California State Constitution, Article VII, Section 5).

This provision is per agency and is inclusive of orders issued on your behalf by another agency. Contractors must wait three (3) months from CMAS order termination/expiration before submitting the candidate's resume for work at the same agency/department.

For both options above, the contractor may conduct training courses for which appropriately qualified civil service instructors are not available, provided that permanent instructor positions in academies or similar settings shall be filled through civil service appointment (Government Code 19130.b (9)).

**For each order, the agency must prepare and retain in their file a written justification that includes specific and detailed factual information that demonstrates that the contract meets one or more of the conditions set forth in Government Code 19130(b).**

**3. State Personnel Board Requirements**

State Personnel Board (SPB) approval is required for a purchase order based on cost savings to the State as justification for not using civil service personnel.

**4. Statement of Work**

A Statement of Work (SOW) must be prepared as applicable for each Purchase Order. Information regarding the preparation of a SOW is available at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd), then select the CMAS link, then select the State Agencies link, then select the Statement of Work link. Agencies are strongly encouraged to use this information when developing SOW requirements that will accompany the Request for Offer and the resulting Purchase Order.

**5. Follow-on Contracts are Prohibited**

No person, firm, or subsidiary thereof who has been awarded a purchase order for consulting services, or a purchase order that includes a consulting component, may be awarded a purchase order for the provision of services, delivery of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the purchase order (Public Contract Code 10365.5).

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Therefore, any consultant who develops a program study or provides formal recommendations is precluded from providing any work recommended in the program study or the formal recommendation.

**6. Prior Approval Required for Non-IT Services exceeding \$50,000**

State agencies (not local governments) must send all orders for non-Information Technology services that exceed \$50,000.00 to DGS/PD for review and approval prior to sending order to the Contractor. The following documents must be sent to DGS/PD:

- Signed purchase order document (Std. 65)
- All attachments to PO including the SOW
- Signed Summary Agreement (Std. 215)
- Complete copy of supplier's CMAS contract
- Assessment and Selection document
- Copy of Request for Offer (RFO)
- Listing of all CMAS contractors solicited
- Copies of all supplier responses to the RFO

Send the above documents to:

Department of General Services  
Procurement Division, IMS Z-1  
707 Third Street, 2<sup>nd</sup> Floor, MS 202  
West Sacramento, CA 95605  
Attn: CMAS Unit - PO Approval

Contractors must not accept purchase orders for non-IT services that exceed \$50,000.00 unless they include the required approval stamp from DGS.

**SERVICES EXCLUDED ON THE CMAS PROGRAM**

The following services are not available on the CMAS Program:

**1. Architectural, Construction, Engineering and Environmental Services**

Services are not allowed on CMAS that are required by law to be performed by a licensed architect, licensed registered engineer, licensed landscape architect, construction project manager, licensed land surveyor, or environmental services as defined in Government Code 4525. If you have questions about these types of transactions, the Department of General Services (DGS), Real Estate Services Division (RESA) can be contacted at 916/376-1752.

**2. Legal Services**

Contracting for legal services by state agencies is controlled by statutes (GC 11040) that require Attorney General approval prior to entering into contracts with outside counsel. Additionally, Article VII of the California Constitution requires that state legal work be performed by state employees, absent limited exceptions (Government Code 19130). There are also policy-based approval requirements for all Executive Branch agencies that control the use of private counsel.

**3. Other Excluded Services**

Also, services involving financial audits, facility planning, registered nursing, and security guards are not available on the CMAS Program.

**OPEN MARKET/INCIDENTAL, NON-SCHEDULE ITEMS**

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision. If the NSP provision is not included in the schedule, or the products and/or services required do not qualify under the parameters of the NSP provision, the products and/or services must be procured separate from CMAS.

**STATE AND LOCAL GOVERNMENTS CAN USE CMAS**

State and local government agency use of CMAS contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.

**UPDATES AND/OR CHANGES**

A CMAS amendment is not required for updates and/or changes once the update and/or change becomes effective for the federal GSA schedule, except as follows:

- A CMAS amendment is required when the contract is based on products and/or services from another contractor's multiple award contract and the contractor wants to add a new manufacturer's products and/or services.

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- A CMAS amendment is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the contractor or on the cost to the State.
- A CMAS amendment is required for changes to contracts that require Prison Industry Authority (PIA) approval.

A CMAS amendment is required to update and/or change terms and conditions and/or products and services based on a non-federal GSA multiple award contract.

**SELF-DELETING FEDERAL GSA TERMS AND CONDITIONS**

Instructions, or terms and conditions that appear in the Special Items or other provisions of the Federal GSA and apply to the purchase, license, or rental (as applicable) of products or services by the U.S. Government in the United States, and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation (FAR), Federal Information Resources Management Regulation (FIRMR), Federal Information Processing Standards (FIPS), General Services Administration Regulation (GSAR), or Federal Installment Payment Agreement (FIPA) shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

**ORDER OF PRECEDENCE**

The CMAS Terms and Conditions shall prevail if there is a conflict between the terms and conditions of the contractor's Federal GSA (or other multiple award contract), packaging, invoices, catalogs, brochures, technical data sheets or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

**APPLICABLE CODES, POLICIES AND GUIDELINES**

All California codes, policies and guidelines are applicable. **THE USE OF CMAS DOES NOT REDUCE OR RELIEVE STATE AGENCIES OF THEIR RESPONSIBILITY TO MEET STATEWIDE REQUIREMENTS REGARDING CONTRACTING OR THE PROCUREMENT OF GOODS OR SERVICES.** Most procurement and contract codes, policies, and guidelines are incorporated into CMAS contracts. Notwithstanding this, there is no guarantee that "every" possible requirement that pertains to all the different and unique state processes has been included.

**STATEWIDE PROCUREMENT REQUIREMENTS**

Agencies must carefully review and adhere to all statewide procurement requirements in the Purchasing Authority Manual, such as:

- Automated Accounting System requirements of State Administrative Manual (SAM) Section 7260-62
- Productive Use Requirements of SAM Section 5203
- SAM Sections 4819.41 and 4832 certifications for information technology procurements and compliance with policies.
- Services may not be paid for in advance.
- Agencies are required to file with the Department of Fair Employment and Housing (DFEH) a Contract Award Report Std. 16 for each order over \$5,000 within 10 days of award, including supplements that exceed \$5,000.
- Pursuant to Public Contract Code Section 10359 state agencies are to report all Consulting Services Contract activity for the preceding fiscal year to DGS and the six legislative committees and individuals that are listed on the annual memorandum from DGS.
- Pursuant to Unemployment Insurance Code Section 1088.8, state and local government agencies must report to the Employment Development Department (EDD) all payments for services that equal \$600 or more to independent sole proprietor contractors. See the contractor's Std. Form 204, Payee Data Record, in the CMAS contract to determine sole proprietorship. All inquiries regarding this subject should be forwarded to EDD: Technical questions: 916/651-6945 or Information and forms: 916/657-0529.
- Annual small business and disabled veteran reports.
- Post evaluation reports. Public Contract Code 10369 requires state agencies to prepare post evaluations on form STD 4 for all completed consulting services contracts of more than \$5,000. Copies of negative evaluations must be sent to the DGS Office of Legal Services. The Bureau of State Audits requires state agencies annually to certify compliance with these requirements.

**ETHNICITY/RACE/GENDER REPORTING REQUIREMENT**

Effective July 1, 2002, in accordance with Public Contract Code 10116, state agencies are to capture information on ethnicity, race, and gender of business owners (not subcontractors) for all awarded contracts, including CAL-Card transactions. Each department is required to independently report this information to the Governor and the Legislature on an annual basis.

Agencies are responsible for developing their own guidelines and forms for collecting and reporting this information.

Contractor participation is voluntary.

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**PAYMENTS AND INVOICES**

**1. Payment Terms**

Payment terms for this contract are 1% 20 days, net 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 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

**2. Payee Data Record (Std. 204)**

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

**3. DGS Administrative Fee**

The Department of General Services (DGS) will bill each state and local agency directly an administrative fee for use of CMAS contracts. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. This fee is waived for purchase orders to California certified small businesses.

See the current fees in the DGS Price Book at:  
<http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>

**4. Contractor Invoices**

Unless otherwise stipulated, the contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- Contract number
- Agency purchase order number
- Agency Bill Code
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS contract, purchase order and invoice must match or the State Controller's Office will not approve payment.

**5. Advance Payments**

Advance payment is allowed for services only under limited, narrowly defined circumstances, e.g., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 – 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription, may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Warranty upgrades and extensions may also be paid for in advance, one time.

**6. Credit Card**

Satellite Tracking of People LLC accepts the State of California credit card (CAL-Card).

A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. Also, the DGS administrative fee is applicable for all CMAS orders to suppliers not California certified as a small business.

**7. Lease/Purchase Analysis**

State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental, and retain a copy for future audit purposes (SAM 3700). Approval by the Department of General Services is not required.

**8. Leasing**

Except for Federal Lease to Own Purchase (LTOP) and hardware rental provisions with no residual value owed at end term (\$1 residual value is acceptable), Federal GSA Lease provisions are NOT available through CMAS because the rates and contract terms and conditions are not acceptable or applicable to the State.

SEAT Management financing options are NOT available through this contract.

As an alternative, agencies may consider financing through the State's financial marketplace GS \$Mart™. All terms and conditions and lenders are pre-approved for easy financing. The GS \$Mart™ Internet address is [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) then click on GS \$Mart™. Buyers without Internet access may contact the GS \$Mart™ Administrator, Pat Mullen by phone at 916/375-4617 or via e-mail at [pat.mullen@dgs.ca.gov](mailto:pat.mullen@dgs.ca.gov) for further information.

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**CONTRACTOR QUARTERLY REPORTS**

Contractors are required to submit a detailed report quarterly to the DGS Procurement Division, CMAS Unit, 707 Third Street, 2<sup>nd</sup> Floor, MS 202, West Sacramento, CA 95605-2811, Attention: Quarterly Report Processing. A separate report is required for each contract, as differentiated by alpha suffix (if applicable). Contractors with resellers are responsible for reporting reseller ordering activity. Any report that does not follow the required format or that excludes information will be deemed incomplete and returned to the contractor.

To facilitate collection of administrative fees, copies of local government agency purchase orders must accompany the CMAS quarterly report. This new requirement is effective beginning the second quarter of 2005, for reports due in the CMAS office within two weeks after the end of June 2005.

**New contracts for contractors with existing contracts, and extensions or renewals of existing contracts, will be approved ONLY if the contractor has submitted to the CMAS Unit all quarterly reports due. Each quarterly report is required within two weeks of the end of March, June, September, and December of each calendar year. A report is required even when there is no activity.**

The report must include the agency name, purchase order number, purchase order date, agency billing code, pre-tax total order cost, agency contact name, address and phone number, and total dollars for the quarter. Tax must NOT be included in the quarterly report, even if the agency includes tax on the purchase order.

A sample quarterly report indicating required format and information is attached for your reference (Attachment A).

**CONTRACTOR PROVIDES COPY OF THE CONTRACT AND SUPPLEMENTS**

CMAS contractors are required to provide the entire contract that consists of the following:

- Cover pages with DGS logo and CMAS analyst's signature, and Ordering Instructions and Special Provisions.
- Payee Data Record (Std. 204).
- California CMAS Terms and Conditions.
- Federal GSA Terms and Conditions (unless otherwise stipulated in the CMAS contract).
- Federal GSA products, services, and price list (unless otherwise stipulated in the CMAS contract).
- Supplements, if applicable.

It is important for the agency to confirm that the required products, services, and prices are included in the contract and are at, or below, contract rates. To streamline substantiation that the needed items are in the contract, the agencies should ask the contractor to identify the specific pages from the contract that include the required products, services, and prices. Agencies should save these pages for their file documentation.

**CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED**

When a subcontractor ultimately provides all of the products or performs all of the services that a contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature, and does not provide a commercially useful function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

**AGENCY RESPONSIBILITY**

Agencies must contact contractors to obtain copies of the contracts and compare them for a best value purchasing decision.

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.

This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's interests, obtaining required approvals, and documenting compliance with Government Code 19130.b (3) for outsourcing services.

It is the responsibility of each agency to consult as applicable with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.

If you do not have legal services available to you within your agency, the DGS Office of Legal Services is available to provide services on a contractual basis.

**CONFLICT OF INTEREST**

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues.

For guidelines, see the CMAS Services Guide, Attachment B.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)  
SATELLITE TRACKING OF PEOPLE LLC  
CMAS NO. 4-09-03-0370A**

**FEDERAL DEBARMENT**

When federal funds are being expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the contractor before the purchase order is issued.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**LIQUIDATED DAMAGES FOR LATE DELIVERY**

The value of the liquidated damages must be included in the purchase order to be applicable, mutually agreed upon by agency and contractor, and cannot be a penalty.

**ACCEPTANCE TESTING CRITERIA**

If the agency wants to include acceptance testing for all newly installed technology systems, and individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

**SHIPPING INSTRUCTIONS**

F.O.B. (Free On Board) Destination. Seller pays the freight charges.

**AMERICANS WITH DISABILITY ACT (ADA)**

Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22; California Government Code, Sections 11135, et seq.; and other federal and state laws, and Executive Orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities. See Attachment B for Procurement Division's ADA Compliance Policy of Nondiscrimination on the Basis of Disability.

Individual government agencies are responsible for self-compliance with ADA regulations.

Contractor sponsored events must provide reasonable accommodations for persons with disabilities.

**DGS PROCUREMENT DIVISION CONTACT AND PHONE NUMBER**

Department of General Services  
Procurement Division, CMAS Unit  
707 Third Street, 2<sup>nd</sup> Floor, MS 202  
West Sacramento, CA 95605-2811

Phone # 916/375-4363

Calnet # 8/480-4363

Fax # 916/375-4663



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CMAS Detail Results

Contracts and Catalogs are not online, Please call contractor for more information.

[New Search](#)

## SATELLITE TRACKING OF PEOPLE

**CMAS Contract Number:** 4-09-03-0370A  
**Contractor:** SATELLITE TRACKING OF PEOPLE  
**Current Supplement:** K  
**Term Dates:** 04/22/09-05/31/14  
**Contact Name/Number:** GREG UTTERBACK, 832-553-9502 Ext:  
**Address:** 1212 NORTH POST OAK ROAD  
 SUITE 100  
 HOUSTON, TX 77055  
  
**City/State/Zip:** HOUSTON, TX 77055  
**Hotlink:**  
**Email Address:** [GUTTERBACK@STOPLLC.COM](mailto:GUTTERBACK@STOPLLC.COM)  
**Business Enterprise Type:** LARGE  
**Base Contract Number:** GS-07F-0189V  
**Product and Service Codes:**

Description:	Code:
GPS-GLOBAL POSITIONING SYSTEM	756
SECURITY-SURVEILLANCE SYSTEM	1573
OFFENDER TRACKING SYSTEM SRVC	3250

Product/Service Code Description: The CMAS Product and Service Descriptions are for marketing purposes only. Review contract for products/services available.

To verify the supplier's current business enterprise status,  
 Please refer to the following website:  
<http://www.bidsync.com/DPXBisCASB>

**BLUTAG PASSIVE**

2008-3

Passive GPS tracking device for use on people under authority, reporting location and alerts over a land line. No near real-time alerts. Price is per day on individual.

**Mfr:** SATELLITE TRACKING OF PEOPLE, LLC

**Contractor:** SATELLITE TRACKING OF PEOPLE, LLC [GS-07F-0189V] (s)

**ARRA** **DISAST** **COOP**  
**REC OV** **PURCH**

**Buy/Compare**

**\$4.00 EA**

3 days delivered ARO



**BLUTAG HYBRID**

2008-2

Hybrid GPS tracking device for use on people under authority reporting location data on demand and certain alerts in near real-time. Price is per day on individual.

**Mfr:** SATELLITE TRACKING OF PEOPLE, LLC

**Contractor:** SATELLITE TRACKING OF PEOPLE, LLC [GS-07F-0189V] (s)

**ARRA** **DISAST** **COOP**  
**REC OV** **PURCH**

**Buy/Compare**

**\$4.95 EA**

3 days delivered ARO



**BLUTAG ACTIVE**

2008-1

Active GPS tracking device for use on people under authority, reporting violations in near real-time. Location data transmitted every 10 minutes. Price is per day on individual.

**Mfr:** SATELLITE TRACKING OF PEOPLE, LLC

**Contractor:** SATELLITE TRACKING OF PEOPLE, LLC [GS-07F-0189V] (s)

**ARRA** **DISAST** **COOP**  
**REC OV** **PURCH**

**Buy/Compare**

**\$5.25 EA**

3 days delivered ARO



**BLUBAND CELLULAR**

2008-8

RF monitoring device for use on people under authority, reporting their presence at a designated location over a cellular network. No real-time alerts. Price is per day on individu...

**Mfr:** SATELLITE TRACKING OF PEOPLE, LLC

**Contractor:** SATELLITE TRACKING OF PEOPLE, LLC [GS-07F-0189V] (s)

**Buy/Compare**

**\$2.60 EA**

3 days delivered ARO



**ARRA** **DISAST** **COOP**  
**REC OV** **PURCH**

**BLUBAND**

2008-7

RF monitoring device for use on people under authority, reporting their presence at a designated location over a land line. No real-time alerts. Price is per day on individual.

**Mfr:** SATELLITE TRACKING OF PEOPLE, LLC

**Contractor:** SATELLITE TRACKING OF PEOPLE, LLC [GS-07F-0189V] (s)

**Buy/Compare**

**\$1.75 EA**

3 days delivered ARO



**ARRA** **DISAST** **COOP**  
**REC OV** **PURCH**

**STOP MONITORING CENTER**

2008-10

Live 24/7/365 Monitoring Center services for use with STOP monitoring equipment. Our personnel receive event notifications and manage events according to agency's monitoring protocol...

**Mfr:** SATELLITE TRACKING OF PEOPLE, LLC

**Contractor:** SATELLITE TRACKING OF PEOPLE, LLC [GS-07F-0189V] (s)

**Buy/Compare**

**\$.96 EA**

3 days delivered ARO

● Satellite Tracking of People LLC

**ARRA** **DISAST** **COOP**  
**REC OV** **PURCH**

**MEMS 3000**

2008-9

Human Breath Alcohol Monitoring Device for use on people under authority, reporting their blood alcohol level. Identity is verified using high-quality photography. Price is per day...

**Mfr:** ELMO TECH

**Contractor:** SATELLITE TRACKING OF PEOPLE, LLC [GS-07F-0189V] (s)

**Buy/Compare**

**\$5.00 EA**

3 days delivered ARO



**ARRA** **DISAST** **COOP**  
**REC OV** **PURCH**