



## **PRODUCT SCHEDULE UPDATE PROCESS (PSU)**

A PSU is a Product Schedule Update and is processed when a product or service is not listed on the current Product Schedule of the related Contract/Master Agreement or the pricing does not match the Contract/Master Agreement Product Schedule.

Only in-scope items can be added if the Contract/Master Agreement language allows.

Note that it is the Contractor's responsibility to maintain the Product Schedule within the terms of the Contract/Master Agreement and notify DAS with any changes. Many Contracts/Master Agreements require a 90 day written notice to update pricing effective July 1<sup>st</sup> of that year.

Before determining if a PSU request is needed, Agencies research the Contract/Master Agreement to verify that the product(s) and/or service(s) and the quoted price(s) are on an existing Product Schedule.

All IT Contracts and Master Agreements are posted on the State Contracting Portal along with Product Schedule Updates from approximately 2012 to present and can be searched by contract number, keyword, or vendor name.

[http://www.biznet.ct.gov/SCP\\_Search/Default.aspx?Acclast=1](http://www.biznet.ct.gov/SCP_Search/Default.aspx?Acclast=1)

Telecommunication Contracts are located at <http://www.ct.gov/best/cwp/view.asp?a=1306&q=464522&doitNav=|40792|>

In addition, a listing of all IT Master Agreements is maintained by DAS IT Procurement under Quick Links on the DAS website <http://das.ct.gov/cr1.aspx?page=8>

From the Contracts and Solicitation Results link, search by Contract Number, Vendor Name, Keyword or Industry (commodity code). It is best to know the Contractor and/or the Contract/Master Agreement number before trying to use the keyword search option. The contract number field will take a portion of the Contract/Master Agreement number, such as "ITZ" or MA. This is helpful if you know the Contract/Master Agreement you're searching for is an old IT Contract (ITZ) or a Master Agreement (MA), and it narrows your results.

Once you have the results from your search, click on the appropriate Contract/Master Agreement number to view specific details on that Contract/Master Agreement and any PSUs.

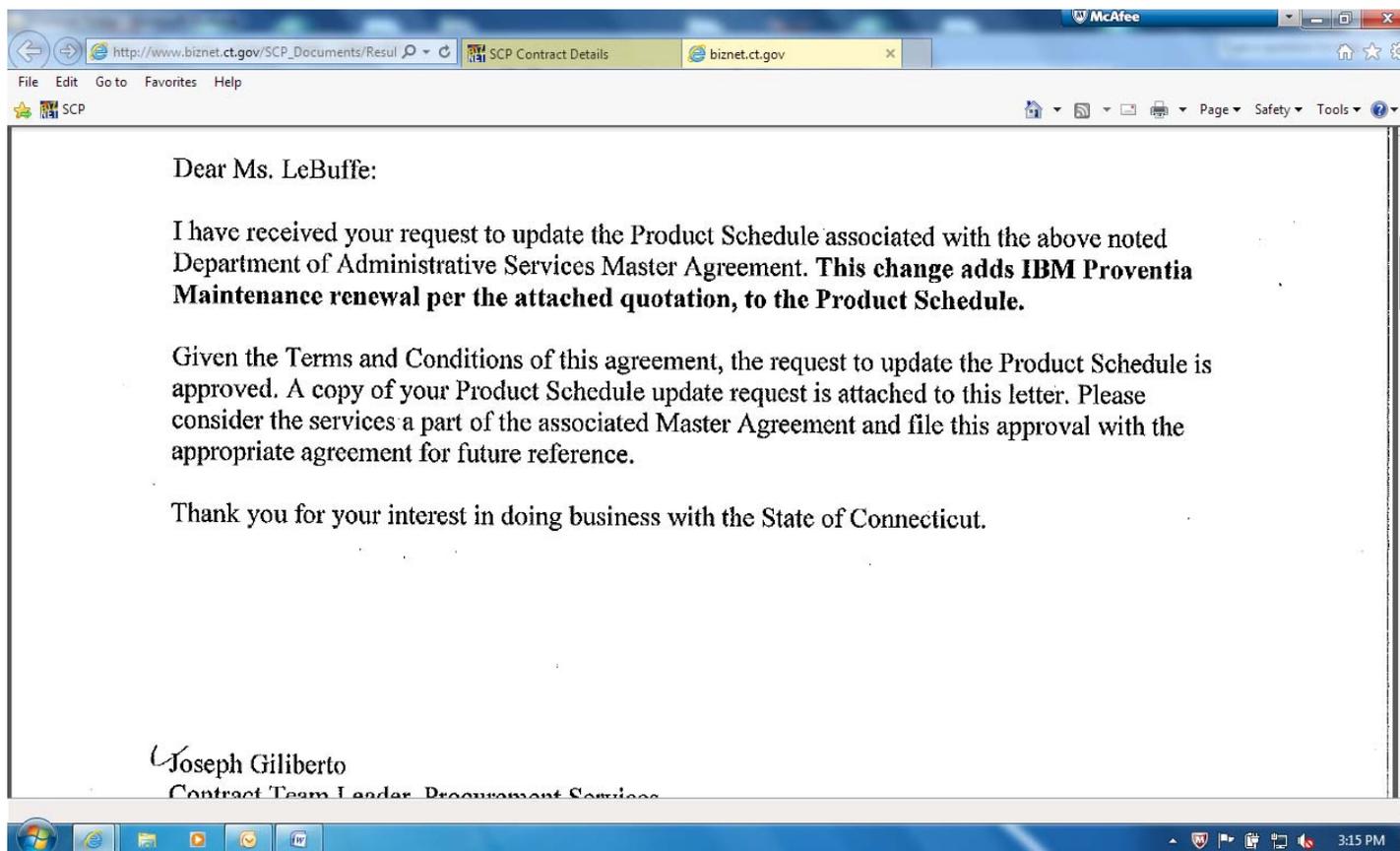
The contract page lists processed PSU's. Each PSU posting on this page includes a link to the document and a brief synopsis.

The screenshot shows a web browser window with the address bar displaying [http://www.biznet.ct.gov/SCP\\_Search/ContractID](http://www.biznet.ct.gov/SCP_Search/ContractID). The page title is "SCP Contract Details". The main content area is titled "Common Documents" and contains a table with the following data:

Date	Description
7/5/2010 5:09:16 PM	<a href="#">ibm corp a-80-044 ma 10.30.98 addenum.pdf</a>
1/6/2012 3:42:25 PM	<a href="#">2011 without signatures.pdf</a> 2011 Product Schedule Updates to Master Agreement 08ITZ0044MA
1/6/2012 3:42:55 PM	<a href="#">2010 without signatures.pdf</a> 2010 Product Schedule Updates to Master Agreement 08ITZ0044MA
1/6/2012 3:43:12 PM	<a href="#">2009 without signatures.pdf</a> 2009 Product Schedule Updates to Master Agreement 08ITZ0044MA
1/6/2012 3:43:26 PM	<a href="#">2008 without signatures.pdf</a> 2008 Product Schedule Updates to Master Agreement 08ITZ0044MA
6/20/2012 4:05:17 PM	<a href="#">IBM PSU A-80-044 7.6.12.pdf</a> IBM A-80-044, PSU, for DESPP, Z/OS Services, June 7, 2012
6/21/2012 11:24:03 AM	<a href="#">IBM PSU A-80-044 6.14.12.pdf</a> IBM PSU, SOW NCAS-8SVNLZ to Master Agreement
7/5/2012 12:13:23 PM	<a href="#">IBM PSU A-80-044 6.22.12.pdf</a> Adding IBM Tivoli Storage Manager for Microsoft SharePoint Processor as outlined in the quote #15787566.
8/8/2012 12:15:23 PM	<a href="#">IBM 7.31.12.pdf</a> Adds IBM WebShere Application Server Processor SW and Support.
8/15/2012 1:54:52 PM	<a href="#">IBM 8.8.12 DOL.pdf</a> Adds Maintenance Service for 3490 Magnetic Tape Subsystem, per quote - Dept of Labor.
8/24/2012 1:38:30 PM	<a href="#">IBM A-80-044 7.9.12.pdf</a> Adds IBM Software Excel Enterprise as outlined in the attached Service-Elite Quote.
9/24/2012 11:25:29 AM	<a href="#">IBM 9.17.12.pdf</a> Adds Software maintenance for the Z series upgrade per the attached quote.
9/26/2012 11:56:50 AM	<a href="#">IBM 9.15.12 Subscription.pdf</a> Adds IBM WebShere software subscription and support per attached quotation

The browser's address bar shows the URL: [http://www.biznet.ct.gov/SCP\\_Documents/Results/2277/IBM%20PSU%20A-80-044%206.14.12.pdf](http://www.biznet.ct.gov/SCP_Documents/Results/2277/IBM%20PSU%20A-80-044%206.14.12.pdf). The system tray at the bottom shows the time as 3:13 PM.

Agencies will need to drill down to review the PSU documents to find which, if any, may be applicable to their procurement.



If the product or service is on the Contract/Master Agreement and or on an existing Product Schedule Update, and the pricing matches, a PO may be cut directly without further approvals by DAS via a CORE REQ.

If services are being renewed, check the terms of the Contract/Master Agreement to determine if the increase is within the allowable percentage or Consumer Price Index [(CPI-U) Table 1 Unadjusted All Items] <http://www.bls.gov/news.release/cpi.t01.htm>, if defined in the terms.

Many of the Master Agreements contain language similar to the following:

g. Upon Customer receipt of ninety (90) days' prior written notice, Supplier may update any Product Schedule pricing by amending the Product Schedule effective July 1 of any Customer fiscal year, provided: (1) the Product Schedule amendment is transmitted and approved in the same manner as described for supplements in Subsection 3.b., (2) no Product license, or related service, rate is increased within the first year of any Product license, and (3) any such resultant price increase shall not exceed the lesser of five percent (5%) or the annual average rate of increase in the U.S. Consumer Price Index for all Urban Consumers ("CPI-U"), as published by the U.S. Bureau of Labor Statistics, in any State of Connecticut fiscal year. In no case shall any such increase exceed Supplier's published prices then applicable to local governments and other states. Customer shall provide Supplier written acknowledgement for Supplier's records, of such received amendment.

If the product or service is not currently listed on the Product Schedule and is within the same nature and scope as the original agreement, the Contractor must request in writing to DAS that the item(s) be added to the Product Schedule of the Contract/Master Agreement.

The Contractor submits a signed Product Schedule Update request letter along with a valid quotation (no expired quotations will be accepted) referencing the Contract/Master Agreement number, pricing, item information, etc. If the Contractor is saying that the item is already on contract, have them provide you with a copy of the approved PSU.

The PSU request is emailed to:

Jean Del Greco  
Contract Specialist  
State of Connecticut  
Department of Administrative Services  
Procurement Services  
165 Capitol Avenue 5th Floor South  
Hartford, CT 06106-1658  
Phone 860-713-5623  
Email [Jean.delgreco@ct.gov](mailto:Jean.delgreco@ct.gov)

The Contractor's quote, referencing the Contract/Master Agreement and the Product Schedule Update request is then attached to the State Agency's PSU Request and entered into the approval process.

The Chief Information Officer at BEST must approve all PSU Requests.

Upon receipt of the PSU Request, DAS will review the quote to ensure the item is indeed within the scope of the Contract/Master Agreement and the pricing is per the Contract/Master Agreement language. DAS will then approve the PSU Request or contact the Contractor to discuss any issues. If a price discrepancy exists, the Agency may need to revise the PSU Request and attach a revised quote.

After review and approval of the PSU Request, DAS signs an acceptance letter and emails it to the Contractor. The PSU is then posted to the corresponding Contract/Master Agreement on the State Contracting Portal.