

CALNET Individual Price Reduction Agreement (IPRA) Process

Step	Responsible Party	Description
1.	Entity/Customer	Identify services needed by CALNET Category
2.	Entity/Customer	Contact CALNET Contractor to request service(s)
3.	Contractor	Receive Customer request for CALNET services
4.	Contractor	<p>Validate Customer information via SharePoint, including:</p> <ol style="list-style-type: none"> 1. Eligibility 2. Customer Name <ul style="list-style-type: none"> a. Local entity b. State agency i. Category of services ii. Does it require Delegation or Exemption 3. Site Address 4. New/Old pricing
5.	Entity/Customer and Contractor	Negotiate lower pricing than the Contractor's Catalog
6.	Entity/Customer and Contractor	<p>Prepare an IPRA:</p> <ol style="list-style-type: none"> 1. Contractor drafts an IPRA 2. Entity/Customer reviews the IPRA 3. Entity/Customer concurs with the IPRA 4. Contractor signs and submits the IPRA form to the Customer 5. Entity/Customer receives the Contractor's signed IPRA
7.	Entity/Customer	<p>Approve or decline the IPRA</p> <ul style="list-style-type: none"> • If Approving: Proceed to Step 8 • If Declining: Return to Step 5
8.	Entity/Customer	Sign and return the Final IPRA to the Contractor
9.	Contractor	Submit the completed Final signed PDF to the CALNET Program at calnetsupport@state.ca.gov
10.	CALNET Program	<p>Review the signed IPRA and approve or request corrections</p> <ul style="list-style-type: none"> • If Approving: Proceed to Step 11 • If Declining: Proceed to Step 10.a
10.a	CALNET Program	Return to the Contractor with required corrections to be completed within 30 calendar days of the CALNET written notification
10.b	Contractor	Make required corrections and obtain Contractor and Entity/Customer signatures, then return to Step 9

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11.	CALNET Program	Notify the Contractor of IPRA acceptance and file a record of the completed Final IPRA
12.	Contractor	Receive CALNET Program acceptance, provide notice to the Entity/Customer, and provide services as agreed