



Excellence in the Business of Government

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Broadcast Date: February 18, 2010

TO: Agency Secretaries  
Department Directors  
Procurement and Contracting Officers (PCO's)  
Purchasing Authority Contacts (PAC's)

RE: Certification Requirement

This is to inform agencies and departments that effective February 11, 2010, no work will be initiated, no documents will be reviewed, and no contracts will be approved by the Department of General Services (DGS) that would result in the expenditure of funds unless the following certification is received in writing and signed by the Agency's Secretary or Department's Director, or their designees.

I certify that this agency or department has exhausted its efforts to locate free or low cost State space and that the services requested for the meeting below are vital and mission critical.

DGS California Meeting Management Program (CMMP) Number: \_\_\_\_\_  
*(For DGS use only)*

Department/Agency: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Agency's Secretary or Department's Director, or their Designees Name:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Title: \_\_\_\_\_

Program Contact/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

For any request for services or contract documents currently in the possession of DGS, you may provide this certification by an attachment to an email. If you have questions, please contact the California Meeting Management Program Manager at 916-376-3994 or by email at [Pamala.Corona@dgs.ca.gov](mailto:Pamala.Corona@dgs.ca.gov).

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