

Purchasing

Purchase Order Issuance (TT CODE 6040)

Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. Refer to SAM Section 3558 for submission guidelines and due dates. For information contact Procurement Division at (916) 375-4471.

2011-2012:

1.40% of value of order.*

Proposed 2012-13:

1.40% of value of order.*

Emergency Authorization to Exceed Monetary Sub-Purchase Order Limit (Form 42) (TT CODE 6040)

Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4471.

2011-2012:

1.40% of value of order, maximum of \$10,000.*

Proposed 2012-13:

1.40% of value of order, maximum of \$10,000.*

Contracts (TT CODE 6040)

Issuance of contracts for use by state and local agencies in obtaining materials directly from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts. For information contact Procurement Division at (916) 375-4381.

2011-2012:

1.40% of value of order.*

Proposed 2012-13:

1.40% of value of order.*

Information Technology (IT) and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services (TT CODE 6040)

Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at an hourly rate (see IT hourly rate). For information contact Procurement Division at (916) 375-4486.

2011-2012:

1.40% of value of order, maximum of \$35,000 for IT*

Proposed 2012-13:

1.40% of value of order, maximum of \$35,000 for IT.*

Purchasing Authority (Delegated Procurements) (TT CODE 6040)

Charge for management and audit of delegated procurements made directly by state agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4549.

2011-2012:

1.40% of value of order, maximum of \$35,000 for IT.*

Proposed 2012-13:

1.40% of value of order, maximum of \$35,000 for IT.*

Master Purchase/Rental/Service Agreement (TT CODE 6040)

Issuance of master agreements for use by state and local agencies in acquiring equipment or services. Includes Master Rental Agreements of IT Terminals, Master Purchase Agreements, and Master Service Agreements for IT and telecommunications goods and services. For information contact Procurement Division at (916) 375-4365.

2011-2012:

1.40% of value of order, maximum of \$35,000 for IT.*

Proposed 2012-13:

1.40% of value of order, maximum of \$35,000 for IT.*

California Multiple Award Schedule (CMAS) (TT CODE 6040)

Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For additional information, contact the Procurement Division at (916) 375-4377. *This fee is waived when the CMAS supplier is a small business.*

2011-2012:

1.40% of value of order, maximum of \$35,000 for IT.*

Proposed 2012-13:

1.40% of value of order, maximum of \$35,000 for IT.*

IT and Telecommunications Contract Review and All Non-Competitive Bid (NCB) Reviews (TT CODE 6042)

Review and approval of Standard Form 2's, NCB's, and Interagency Agreements initiated by state agencies. For information contact the Procurement Division at (916) 375-4470.

2011-2012:
\$85.00 per hour.

Proposed 2012-13:
\$85.00 per hour.

Financing Procurement (TT CODE 6040)

Low interest, lease/purchase financing option for major acquisitions. For additional information on loan contact the GS \$Mart within the Procurement Division at (916) 375-4617.

2011-2012:
This service is provided by the fee assessed on the contract.

Proposed 2012-13:
This service is provided by the fee assessed on the contract.

IT Hourly Rate (TT CODE 6042)

IT transactions which are unusually complex in nature will be billed at an hourly rate. For additional information, contact the Procurement Division at (916) 375-4486.

2011-2012:
\$110.00 per hour.

Proposed 2012-13:
\$112.00 per hour.

** An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Office of Small Business and DVBE Services \(TT 6040\)](#).*