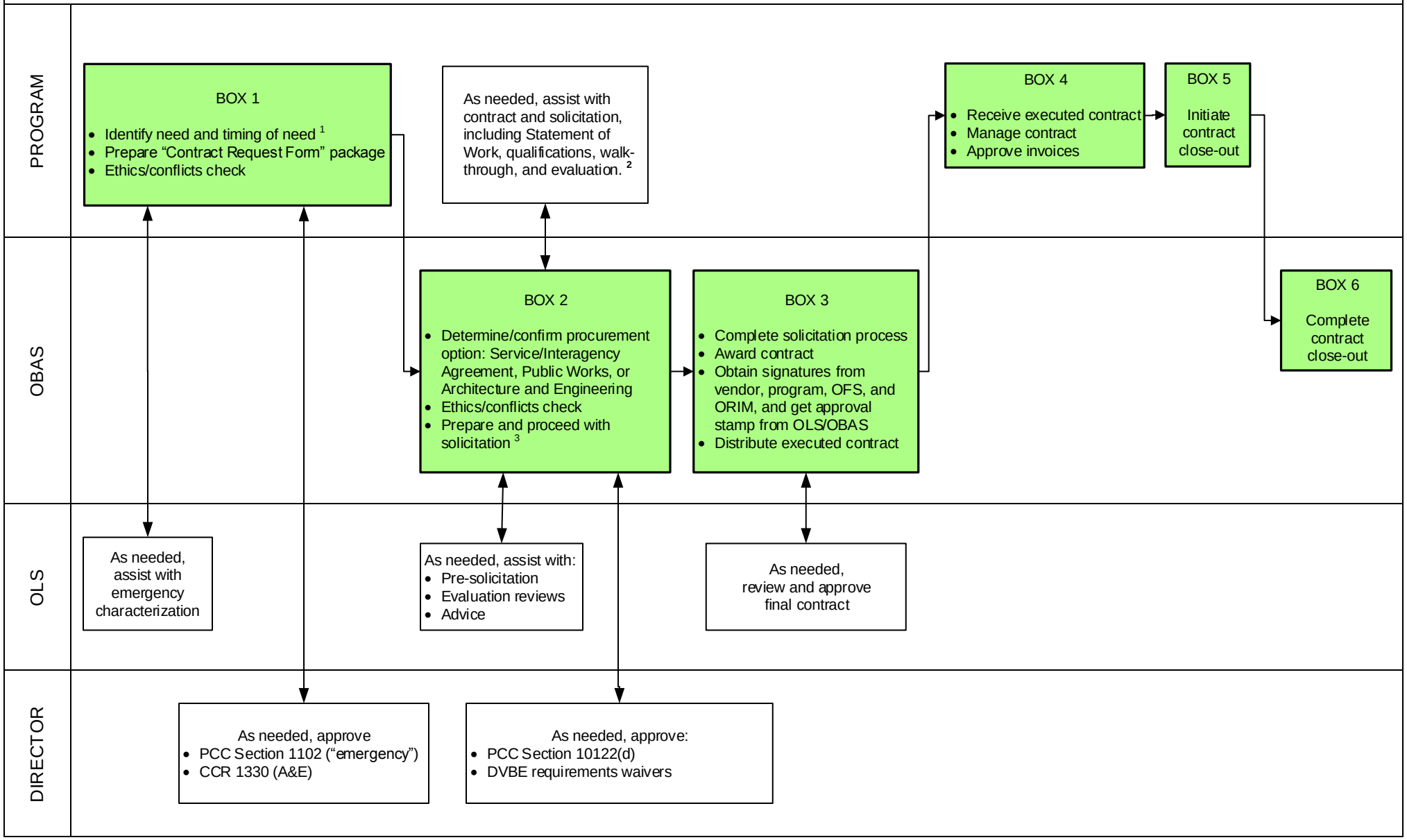
Department of General Services

Contracts Process – Overview*

Abbreviations:

BPM	Building and Property Management
CCR	CA Code of Regulations
DCU	Direct Construction Unit
DVBE	Disabled Veteran Business Enterprise
OBAS	Office of Business and Acquisition Services
OLS	Office of Legal Services
PCC	Public Contracting Code

NOTE: The green boxes show the "happy path" leading to success.



Footnotes:

* This flowchart visually distinguishes the major roles and responsibilities of each functional unit, as shown down the left side of the page. The process steps shown here apply to the three major contract types: Service/Interagency Agreement, Public Works, and Architecture and Engineering.

1 – See separate flowcharts for a) Service/Interagency Agreement and Architecture and Engineering, and b) Public Works.

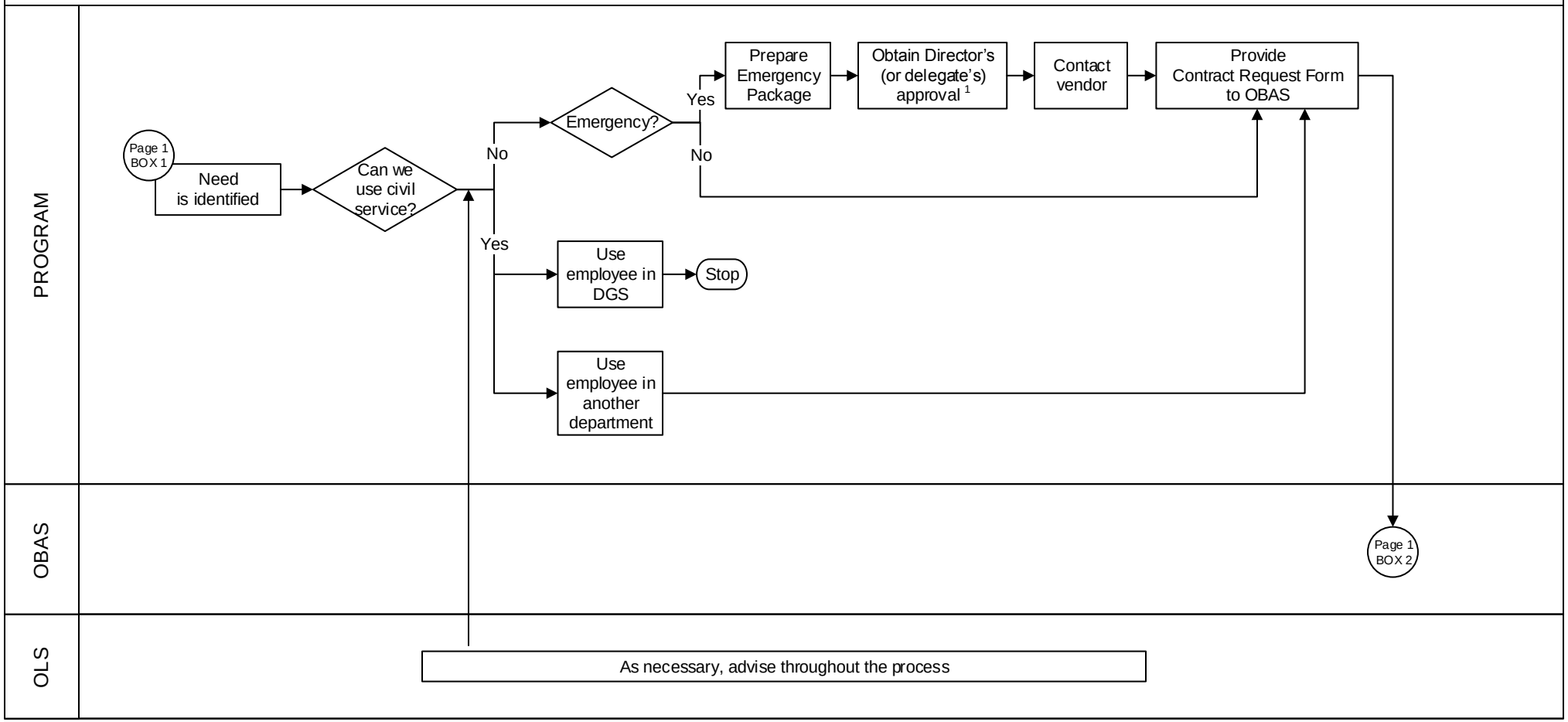
2 – Walk-through: Program is the primary lead for walk-throughs.

3 – Solicitation: Includes obtaining bids/quotes and pre-approvals, as needed.

Department of General Services

Contracts Process – Service/Interagency Agreement and Architecture and Engineering

Abbreviations:
OBAS Office of Business and Acquisition Services
OLS Office of Legal Services



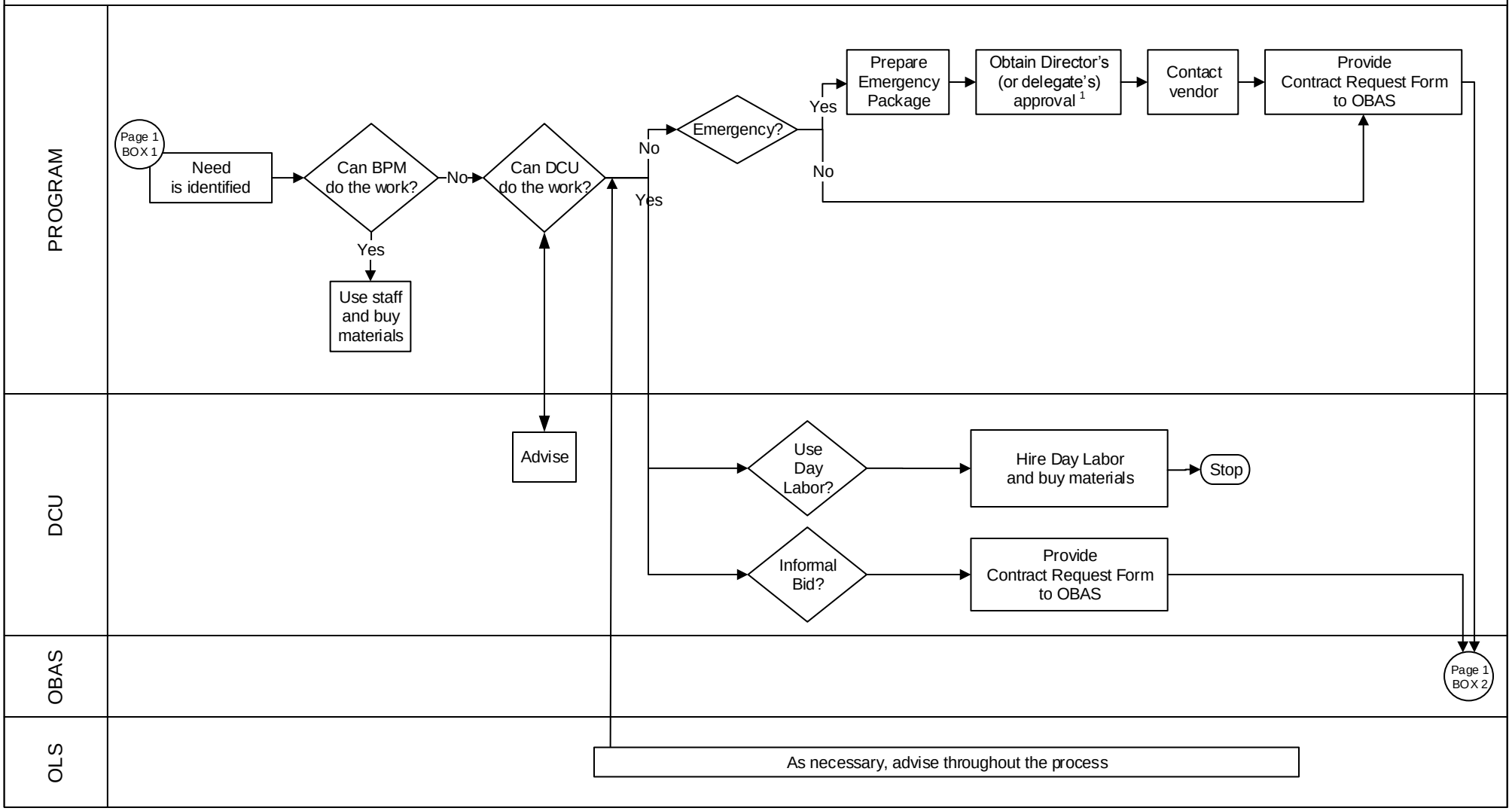
Footnotes:
1 – If Director or delegate does not approve, submit a Contract Request Form and OBAS will do a formal solicitation.

Department of General Services

Contracts Process – Public Works

Abbreviations:

BPM	Building and Property Management
DCU	Direct Construction Unit
OBAS	Office of Business and Acquisition Services
OLS	Office of Legal Services



Footnotes:

1 – If Director or delegate does <u>not</u> approve, submit a Contract Request Form and OBAS will do a formal solicitation.