

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES  <h1 style="text-align: center;">Administrative Order <u>02-03</u></h1>  TO: <b>Deputy Directors</b> <b>Branch Chiefs</b> <b>Office Chiefs</b>  SUBJECT: Information Technology (IT) Procurement Procedures	DATE ISSUED: November 18, 2002
	EXPIRES: Until Rescinded
	REFERENCES:
	SUPERSEDES:

This Administrative Order announces the department's decision to centralize the Department of General Services (DGS) IT procurements, and obtain delegation authority for purchasing IT goods and services.

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**Introduction**     The Department of General Services is committed to establishing a model program for the procurement of Information Technology (IT) goods and services.

Sandra Duveneck, Deputy Director, Management Services Division (MSD), has established a team of experts from the Procurement Division (PD), Business Services Office (BSO), Office of the Chief Information Officer (OCIO), and Research, Planning and Measurement (RPM) to develop and implement an action plan for securing procurement delegation authority for IT goods and services. The team is also preparing a centralized *interim* process to ensure we meet all IT procurement requirements.

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**Project Goals**     The goals of the project are listed below:

1.     Ensure all DGS programs comply with Government Code (Section 13070), the State Administrative Manual (SAM), Sections 4800-5953 and 6700-6780, and the State Information Management Manual (SIMM), Sections 10-90 related to Workgroup Computing Policy (WCP), Feasibility Study Report (FSR), and IT Procurement Plan (ITPP) requirements.
  2.     Obtain DGS procurement delegation authority for IT goods and services
  3.     Ensure all DGS IT procurements (for goods and/or services) are reviewed, approved, and certified, in writing, by the OCIO **prior** to awarding a procurement contract
  4.     Establish a uniform receiving process, managed by the DGS Business Services Office (BSO), for all IT commodity procurements.
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**Existing State Policies for IT Procurement**

Government Code, SAM and SIMM requires that all proposed IT procurements *must* be reviewed and approved, in writing, by the Chief Information Officer (CIO) *prior* to awarding a procurement contract. IT procurements are authorized via a DGS Workgroup Computing Justification Form (WCJF), Short-Form WCJF, Feasibility Study Report (FSR), or FSR Summary Fact Sheet (Short-form FSR). Under certain conditions, proposed IT procurements are subject to the review and authorization of the State and Consumer Services Agency Secretary and the Department of Finance.

Information regarding these policies and related process can be found at:  
<http://cio.dgs.ca.gov/IT+Policies/Default.htm> and  
[http://www.dof.ca.gov/HTML/IT/Statewide\\_IT.htm](http://www.dof.ca.gov/HTML/IT/Statewide_IT.htm).

**Interim IT Procurement Process**

The following table provides an overview of the DGS interim IT procurement process applicable to all DGS programs. These steps apply to all California Multiple Award Schedule (CMAS) and Master Service Agreements (MSA) procurements. The interim process supplements the guidelines for CMAS, MSA, and non-competitively bid contracts outlined in Management Memo 02-19.

For information related to all other IT procurements, contact the DGS Procurement Division, EDP Acquisitions Unit.

Who	Does What
Requesting Program	Submits a completed IT procurement package to the DGS OCIO for review and approval. The IT procurement package must include: <ul style="list-style-type: none"> <li>▪ Justification Document (WCJF, Short-Form WCJF, FSR, or FSR Summary Fact Sheet);</li> <li>▪ IT Procurement Plan (ITPP) when applicable;</li> <li>▪ All Competitive Solicitation Documents (Request for Best Offer (RFBO)), and Vendor Responses;</li> <li>▪ Completed Procurement Requisition Form (Form 5); and</li> <li>▪ Complete Copy of the Winning Vendor's CMAS or MSA Contract.</li> <li>▪ Provide original signed contract/service order</li> <li>▪ Electronically send contract/service order to the BSO</li> </ul>
OCIO	Reviews the IT procurement package for approval of the justification document(s). The OCIO will forward the approved justification document (s) and certification to the BSO, along with the procurement package, for further review and processing. Justification documents that are not approved will be returned with the entire procurement package to the requesting program.

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Who	Does What
BSO	Reviews all IT procurement packages for compliance with state and department procurement policy and procedures. Incomplete or inaccurate packages will be returned to the requesting program for corrections.  <i>Note: If the BSO review results in any changes to the scope and/or cost of the project or procurement approved and certified by the OCIO, the BSO will route the complete revised IT procurement package to the OCIO for approval and re-certification.</i>
BSO	Releases the IT procurement contract to the vendor.
BSO	Serves as the receiving agent for all IT commodity procurements.
BSO	Maintains central files for all IT procurement packages.

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**Use of  
CAL-Card**

IT purchases made via CAL-Card require **prior** approval from the OCIO. A copy of the OCIO approval must be submitted with the CAL-Card statement.

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**Questions?**

If you have questions regarding the OCIO responsibilities, or need assistance with IT procurement justification requirements, you may direct your call to:

Kim Heartley-Humphrey  
 DGS Office of the Chief Information Officer  
 Policy, Planning and Administrative Services Section  
 (916) 375-4727

If you have questions regarding the BSO responsibilities, or need assistance completing the required forms, you may direct your call to:

Angela Ponciano  
 DGS Business Services Office  
 (916) 376-5338

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**Effective Date** These procedures are effective November 20, 2002.

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**Updates** We will provide additional detailed instructions under separate cover.  
Updates will be provided on a routine basis

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**Approval**

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Clothilde V. Hewlett  
Interim Director

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Dennis Dunne  
Chief Deputy Director

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

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

# DGS Procurement Process for CMAS and MSA IT Procurements

