



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: October 20, 2011**

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**TO: Purchasing Authority Contacts (PACs)**

**RE: Department Survey for Checks, Individual & Continuous**

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The Department of General Services, Procurement Division (DGS/PD) is providing the opportunity for State departments to participate in a survey that will assist the DGS/PD in meeting departments' needs for Checks, Individual & Continuous.

The purpose of the survey is to:

- Obtain feedback regarding the current statewide contract (1-08-75-02) for checks regarding supplier performance, administration, and availability of products
- Determine the users and the issues related to the procurement of checks
- Obtain departments' checks projected usage
- Identify departments' additional checks needs

The DGS/PD requests that PACs distribute the survey to the appropriate department subject matter experts who may be able to provide comments and/or suggestions to ensure that contract requirements will continue to meet departments' needs.

This survey is available on the Department of General Services, Procurement Division website at:

[http://www.documents.dgs.ca.gov/pd/contracts/surveys/75-02\\_survey\\_102011.doc](http://www.documents.dgs.ca.gov/pd/contracts/surveys/75-02_survey_102011.doc)

Please submit your completed survey(s) by close of business on October 31, 2011 via fax to (916) 375-4613 or via email to [marc.anderson@dgs.ca.gov](mailto:marc.anderson@dgs.ca.gov).

If you have any questions regarding this notification, please contact:

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