



**Department of General Services  
Procurement Division**

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**Broadcast Date: November 10, 2009**

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**TO: Procurement & Contracting Officers (PCOs)  
Purchasing Authority Contacts (PACs)**

**RE: Change to Purchasing Authority Application Term**

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This broadcast announces a change in the Department of General Services, Procurement Division (DGS/PD) policy regarding the delegated purchasing authority term period and modifies Chapters 1 and 13 of the State Contracting Manual, Volume 2. Current policy states that purchasing authority will be granted for a 12-month term. However, effective January 1, 2010, purchasing authority delegation renewals (regardless of type or category) will begin transitioning toward a 24-month term. In an effort to ensure a balanced workload, DGS/PD will have a transitional period of 1-year in which some departments will receive a 12-month purchasing authority term and others will receive a 24-month purchasing authority term.

Departments selected for the 12-month transition term in 2010 must continue to submit the Purchasing Authority Application (PAA) by the required due date of their current purchasing authority term. Those departments that receive a 12-month term in 2010 will receive a 24-month term in the next Application cycle, until all departments have a 24-month purchasing authority term. Departments initially selected for a 24-month term in 2010 will be required to submit a Purchasing Authority Verification Form (PAVF) prior to their next purchasing authority renewal date. The PAVF form is a simple two-page form for updating certain information and for attesting to the department's compliance with procurement laws and regulations. For clarification purposes, please find examples of a 12-month term and a 24-month term below:

- **An example of a department selected for the 12-month term in 2010:**  
If your current purchasing authority expires on January 31, 2010, you must submit a completed PAA to the Purchasing Authority Management Section (PAMS) by December 15, 2009. Upon approval of the PAA, your

department's purchasing authority will be extended to the 24-month term, and your department will then only be required to submit a completed PAVF by December 15, 2010. A PAA will not be required until December 15, 2011.

- **An example of a department selected for the 24-month term in 2010:**  
If your current purchasing authority expires on January 31, 2010, you must submit a completed PAVF to the PAMS by December 15, 2009. Upon approval of the PAVF form, your department's purchasing authority will be extended for another year, and you will not be required to submit a completed PAA until December 15, 2010.

Please click on the following link to access the PAVF:

[Purchasing Authority Verification Form](#)

Within 30 days of this broadcast, a notification will be sent via e-mail by the PAMS purchasing authority specialist assigned to your department advising whether your department has been selected for the 12-month term or the 24-month term. Please note that PAMS retains the authority to discontinue the 24-month application process in the event of a department's misuse of delegated purchasing authority.

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

Purchase Authority Management Section (PAMS)  
[PAMS@dgs.ca.gov](mailto:PAMS@dgs.ca.gov)