



**Department of General Services
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)
Small Business and DVBE Advocates
DGS Small Business Council Members
DVBE Council Members**

RE: Office Supplies Contract 1S-06-75-55, Expired May, 31, 2009

This broadcast reminds State departments that the Office Supplies Contract has expired. Effective June 1, 2009, departments must use appropriate purchasing vehicles available under their delegated purchasing authority (e.g., competitive solicitations, the SB/DVBE Option, fair and reasonable pricing determination, etc.) to purchase office supplies. The Department of General Services, Procurement Division (DGS/PD) suggests using the SB/DVBE Option for purchases over \$5,000, and fair and reasonable pricing determination for purchases under \$5,000. To find a certified California SB/DVBE business, go to:

<http://www.eprocure.dgs.ca.gov/default.htm>

A new office supplies contract is not expected to be awarded until mid-January 2010. Departments should ensure that references to the expired Office Supplies Contract do not appear within the purchase order or invoice documentation. In addition, user profiles should be validated by the user's purchasing officer to ensure that the purchasing delegation provided by DGS is correctly reflected. Delegation authority may be found at:

<http://www.pd.dgs.ca.gov/deleg/delegpurch.htm>

State departments are required to follow appropriate purchasing guidelines (State Administrative Manual, Purchasing Authority Manual, Prison Industry Authority guidelines, the use of mandatory statewide contracts and appropriate statutes) when purchasing their office supply needs. The following links will provide additional information regarding the above mentioned sources:

- State Administrative Manual
(<http://sam.dgs.ca.gov/default.htm>)
- Purchasing Authority Manual
(<http://www.pd.dgs.ca.gov/deleg/pamannual.htm>)
- Prison Industry Authority
(<http://www.pia.ca.gov/>)
- DGS/PD contracts/Leverage Procurement Agreements
(<http://www.pd.dgs.ca.gov/contracts/default.htm>)

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

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