



# MEMORANDUM

**Date:** November 5, 2008

**To:** All Procurement Division Employees

**From:** **Department of General Services  
Procurement Division**

**Subject:** **PROTOCOL FOR LEGISLATIVE REPORTS, LEGISLATIVE CONTACTS,  
MANAGEMENT MEMOS, EXECUTIVE ORDERS, AND OTHER VARIOUS  
DOCUMENTS AND CONTACTS**

In order to assure the proper protocols are met, and there is consistency in content and presentation, effective immediately all of the items listed below will be coordinated through the PD's Office of Policies, Procedures and Legislation (OPPL). Work with and include OPPL and the Branch Manager on the Coordination Sheet for:

- All Governor's Action Request (GAR) forms
- All Executive Orders
- All Management Memos
- All proposed legislative initiatives or bills, including those received from other departments
- All reports mandated by Statute
- All legislative correspondence, including correspondence copying members of the Legislature

Refer the following to OPPL (OPPL should be notified within 1 working day), and notify the appropriate Branch Manager:

- All legislative contacts
- All contacts with the offices of elected officials, including the Governor's office
- Any information being forwarded to members of the Legislature, e.g., copies of status reports
- Any other items of potential legislative impact

These actions will help keep our Department and Agency legislative offices current on all legislative activity concerning procurement issues. OPPL contacts are Robert Ullrey at (916) 375-4341, or Michael Banuelos at (916) 375-4498. Thank you for your assistance in implementing this important policy.

Jim Butler  
Deputy Director  
Procurement Division  
Department of General Services

**File:** Protocol for Legislative Contact

**cc:** Will Bush, Director, Department of General Services  
Scott Harvey, Chief Deputy Director, Department of General Services  
Mike Webb, Director, Office of Legislation, DGS  
Matt Bender, Legislative Coordinator, Office of Legislation, DGS