

ATTACHMENT B
Executive Order D-55-02 Interim Guidelines: Specified Purchases Over \$100,000

	IT Goods and Services	Commodities	Non-IT Services
CMAS IT Purchases: Over \$100,000 to \$500,000 Commodity Orders: Not to exceed \$100,000 Non-IT Services: Over \$100,000 to \$250,000	Solicit and obtain offers from 3 vendors including one Small Business (if available). If less than three offers are received, documentation of solicitation methods must be included with contract reporting to DGS. Variance of model contract terms allowed only with DGS approval. Limited to \$500,000. No exemptions. All orders must be reported to DGS within 5 days of execution of contract. Must also comply with Executive Order Paragraph 6 conditions (see Attachment C-3). IF G\$MART is utilized for financing, DGS-PD approval required before award.	Commodity Orders are limited to \$100,000. No exemptions. IF G\$MART is utilized for financing, DGS-PD approval required before award.	Solicit and obtain offers from 3 vendors including one Small Business (if available). If less than three offers are received, documentation of solicitation methods must be included with contract reporting to DGS. DGS/PD review and approval for contract orders greater than \$35,000. Variance of model contract terms allowed only with DGS approval. Limited to \$250,000. No exemptions. All orders must be reported to DGS within 5 days of execution of contract. Must also comply with Executive Order Paragraph 6 conditions (see Attachment C-3).
Master Agreements Over \$100,000 to \$500,000 Including: MSA/MPA/MRA/SPS/ WSCA and Cal-Store Agreements	Same as above. Master Agreement purchases are limited to \$500,000 – NO EXEMPTIONS . Existing lower dollar limits established by actual agreements may further reduce this maximum. IF G\$MART is utilized for financing, DGS-PD approval required before award.	Competitively bid master contracts for commodities are exempt from the Executive Order.	Same as above with the following exception: DGS/OLS review and approval for contract orders greater than \$35,000.
CMAS/Master Approvals Over \$100,000 to \$500,000	Approval by Department Director AND Agency Secretary or immediate next ranking official for each (see Attachment C-1, C-2 and C-3).	Does not apply to competitively bid master contracts for commodities.	Approval by Department Director AND Agency Secretary or immediate next ranking official for each (see Attachment C-1, C-2 and C-3).
Non-Competitively Bid Contracts Over \$100,000	1) Emergency 2) Only source (PCC 12102) Must also comply with Executive Order Paragraph 6 criteria (see Attachment C-3).	1) Emergency 2) Only source (PCC 10301,10302) Must also comply with Executive Order Paragraph 6 criteria (see Attachment C-3).	Complies with PCC 10340. Must also comply with Executive Order Paragraph 6 criteria (see Attachment C-3).
Non-Competitively Bid Contract Approvals¹	Approval by Department Director AND Agency Secretary or immediate next ranking official for each (no delegation) and; Approval by DGS if over \$25,000 and; If over \$100,000 approval by DOF is also required. ²	Approval by Department Director AND Agency Secretary or immediate next ranking official (no delegation) and; Approval by DGS if > \$25,000 and; If > \$100,000 approval by DOF is also required. ²	Approval by Department Director AND Agency Secretary or immediate next ranking official for each (no delegation) and; Approval by DGS if over \$5,000 and; If over \$100,000 approval by DOF is also required. ²

¹ See Attachment C-1 for approval authority.

² All Non-Competitively Bid Contract requests should be submitted to DGS-PD. DGS-PD will transmit those over \$100,000 to DOF for review and approval.

1 See Attachment C-1 for approval authority.

2 All Non-Competitively Bid Contract requests should be submitted to DGS-PD. DGS-PD will transmit those over \$100,000 to DOF for review and approval.

