

SAM – INFORMATION TECHNOLOGY

General Procurement Procedures Procurement of Goods and Services

5200 INTRODUCTION

(Revised 12/06)

This chapter provides policy direction applicable to information technology (IT) procurements pursuant to Public Contract Code section 12100 et seq. IT as defined in SAM Sections 4819 through 4819.42 includes telecommunications goods and services.

5200.5 RESPONSIBILITIES AND AUTHORITY

(Revised 12/06)

The Department of Finance (Finance) is responsible for review and approval of IT project proposals and their associated funding. Departments must obtain required approval as appropriate before an IT procurement cycle may begin.

The Department of General Services (DGS) has statutory responsibility for procurement of all IT goods and services, including approval of the acquisition methods used and the establishment and interpretation of related procedures. The Procurement Division (PD) was established within the DGS to provide oversight, guidance, and direction to departments in all aspects of IT procurement. Departments are required to participate during the procurement process.

Pursuant to Public Contract Code section 12104(a), the DGS/PD has established State Contracting Manual (SCM), Volume 3. SCM Volume 3 contains IT acquisition policies, procedures, and methods and is available on the Internet at www.pd.dgs.ca.gov/polproc/default.htm.

The DGS also has statutory authority to delegate purchasing authority to those departments demonstrating the capability to make purchases that adhere to State statutes, regulations, policies, and procedures. This program is described in SCM Volume 2 also known as the Purchasing Authority Manual (PAM). PAM contains additional requirements for those State departments delegated purchasing authority by the DGS/PD. PAM is available on the Internet at www.pd.dgs.ca.gov/deleg/delegpurch.htm.

5211.1 DEPARTMENT OF FINANCE REVIEW OF PROCUREMENT DOCUMENTS

(Revised 12/06)

Finance may decide to review specifications in procurement documents before they are advertised to ensure that the specifications are consistent with the functional specifications and system design in Feasibility Study Reports (FSR) or Special Project Reports (SPR) for the projects. Finance's decision to review procurement documents will be based on whether it believes a project requires special oversight during the procurement process. Procurement documents that Finance determines are subject to its oversight under this section may not be released until Finance has approved their release. Finance will inform departments of its intention to review the procurement documents for a project in its approval letters for FSRs and SPRs.

5291 LEVERAGED PROCUREMENT AGREEMENTS

(Revised 12/06)

There are instances when many State departments require goods or services to perform essentially the same functions. Individual procurements would require duplicative effort and extend lead times.

Leveraged Procurement Agreements (LPAs) combine State departments' requirements for the same items or similar items thus providing standardization and leveraging the State's buying power. LPAs also enable streamlined purchases by removing repetitive, resource intensive, costly and time consuming solicitation processes by departments.

Types of LPAs include Master Agreements, Statewide Contracts, State Price Schedules, Software Licensing Programs, and the California Multiple Award Schedules. Unless identified as a mandatory contract, the use of LPAs is optional. State departments must have approved purchasing authority for the applicable LPA category in order to place orders against an agreement in that category.