

SAM – INFORMATION TECHNOLOGY

General Procurement Procedures Procurement of Goods and Services

RESPONSIBILITIES AND AUTHORITY

5200.5

(Revised 09/10)

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.

The Office of the State Chief Information Officer (OCIO) is responsible for IT Procurement Policy which is defined as what is to be purchased and by whom within any agency or department.

The DGS is responsible for the overarching procurement policy that sets forth the methods and procedures to be used to procure all goods and services in the State, including IT goods and services.

Pursuant to Public Contract Code section 12104(a), the DGS/PD has established the State Contracting Manual (SCM), Volume 3. SCM Volume 3 contains IT acquisition policies, procedures, and methods and is available on the Internet at <http://www.dgs.ca.gov/pd/Resources/publications/SCM3.aspx>. The DGS/PD, Office of Policies, Procedures and Legislation (OPPL), is the entity responsible for the development, implementation, and maintenance of SCM Volume 3.

The DGS also has statutory authority to delegate IT 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 3.