

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

CERTIFICATION OF COMPLIANCE WITH IT POLICIES
(Revised 1/2017)

4819.41

A signed certification of compliance with state IT policies is required for all IT acquisitions of hardware, software, services, and IT Interagency agreements.

A certification is not required for:

- a. Acquisitions less than \$5,000;
- b. Projects, activities, or acquisition of telecommunications equipment used exclusively for voice communications;
- c. Projects, activities, or acquisitions of Voice over Internet Protocol (VoIP) phone systems that are stand alone and do not interface with other systems on the network.

Agencies/state entities are required to complete the certification form provided in SIMM Section [71B](#) and adhere to the preparation instructions provided in SIMM Section [71A](#), this includes obtaining the required signatures prior to commencing work on an acquisition. The certification must be completed by the Agency/state entity that will directly utilize the procured goods or services. Certifications completed by Agency-affiliated state entities must be approved by their governing Agency if the total cost of the IT acquisition exceeds the Agency/state Entity's assigned Department of Technology Delegated Cost Threshold (as identified in SIMM Section 15) or \$1 million, whichever is lower. When an acquisition requires the approval of either the California Department of Technology (CDT) or the Department of General Services (DGS) the original signed certification must be submitted with the applicable transmittal document for each IT acquisition transaction (including requests to approve Non-Competitively Bid Justifications and Limited to Brand or Trade Name Statement). For audit and review purposes, a copy of the signed certification must be retained in the Agency/state entity's procurement file. When an acquisition is conducted under purchasing authority granted by the DGS, the original signed certification must be retained in the procurement file.