Procurement Policies and Procedures Manual Checklist

Your department's Procurement Policies and Procedures Manual (P&P Desktop Manual) must be written to the intended audience, in other words, to your department's procurement staff. **DO NOT** copy entire sections from the State Contracting manual (SCM), as it is updated on a continuous basis. Replicating entire sections of the SCM with only minimal changes to the verbiage (i.e. replacing "Department" with your department name or acronym) does not meet the intent of developing a departmental procurement policies and procedures desktop manual as required for obtaining and maintaining purchasing authority. The purpose of the P&P is to include: all relevant procurement laws, rules, and policies; step-by-step desktop procedures for all types of procurements; and shall include references to the specific volume, chapter, and section of the appropriate SCM. Please submit only <u>one</u> checklist for your department including responses for both Non-IT & IT P&P.

Policy – *A written statement that clearly indicates the position and values of the Department/Department on a given subject. It contains rules and tells one what to do.*
Procedures – *A written set of instructions that describe the approval and recommended steps for a particular act or sequence of acts. It tells one how to perform a set of tasks in relationship to the department's policies on conducting business.*

DESKTOP MANUAL GENERAL INFORMATION REQUIREMENTS

#	Desktop Manual Component	DGS USE ONLY Compliant
1.	**Title Page**	☐ Yes ☐ No
2.	**Table of Contents** Numbering System – chapter, section, page numbers, and revision date. All pages must be numbered and include the latest revision date.	☐ Yes ☐ No
3.	**Introduction to Manual** ✓ purpose of manual ✓ intended audience ✓ Location of manual (intranet, hardcopy, etc.) and its availability to employees.	☐ Yes ☐ No
4.	**Manual Updates** Identify how and when updates to the desktop manual will occur.	☐ Yes ☐ No
5.	**Acronym list**	☐ Yes ☐ No
6.	**P&P Language Written by Department to Intended Audience and Not a Replication of SCM**	☐ Yes ☐ No

DESKTOP MANUAL POLICY & PROCEDURE REQUIREMENTS

#	Desktop Manual Component	Non-IT Page(s)	DGS USE ONLY Non-IT Compliant	IT Page(s)	DGS USE ONLY IT Compliant
1.	**Scope of Purchasing Authority and Exclusions** List approved purchasing authority categories, sub-categories, and dollar threshold limits per the Department's current Purchasing Authority Approval letter and list exclusions from purchasing authority. (SCM Vol. 2, Sect. 1.A2.0-3)		☐ Yes ☐ No		☐ Yes ☐ No
2.	**Procurements Exceeding Purchasing Authority Thresholds** Explain when a Purchase Estimate (STD. 66) is required, the process to complete the form, and what documents to submit and where, i.e. DGS/PD or CalTech, or submit a Purchasing Authority Increase Request to DGS/PD. (SCM Vol. 2, Sects. 1.A2.4 & 2.C6.0-3)		☐ Yes ☐ No		☐ Yes ☐ No
3.	**Order Splitting** Explain the Department's policy prohibiting splitting orders to evade the bidding or advertising requirements or circumvent the approved purchasing authority thresholds. (SCM Vol. 2, Sect. 1.A2.5 & PCC 10329)		☐ Yes ☐ No		☐ Yes ☐ No
4.	**Procuring for Another Department(s) (Primary & Secondary)** If the Department (primary) is procuring for another department(s) (secondary), explain the procedures for the secondary department(s) to request and coordinate procurements with the primary department.		☐ Yes ☐ No		☐ Yes ☐ No

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	Desktop Manual Component	*Non-IT Page(s)*	*DGS USE ONLY Non-IT Compliant*	*IT Page(s)*	*DGS USE ONLY IT Compliant*
5.	**Delegating Purchasing Authority Within the Department & Sub-Delegations** Explain Department's policy/criteria for determining staff assignments in the procurement unit and in other offices/units outside of the procurement unit that have sub-delegated purchasing authority. Identify staff positions, their assigned purchasing categories (LPA, competitive, IT, non-IT), and their dollar limits, etc. (SCM Vol. 2, Sect. 1.A3.0 & PCC 10333.a.4)		☐ Yes ☐ No		☐ Yes ☐ No
6.	**Signature Authority** List what positions (titles/classifications) are authorized to approve and sign procurement documents, the procurement categories authorized, and their authorized dollar thresholds. (SCM Vol. 2, Sect. 1.A3.0)		☐ Yes ☐ No		☐ Yes ☐ No
7.	**Training Policy/Program** In accordance with the training policy requirement in Public Contract Code Sect. 10333, describe the Department management's philosophy regarding procurement-related training opportunities for staff involved in the procurement process. a) Explain requirement that all staff involved in the procurement process are trained at the appropriate levels for the types, categories, and dollar thresholds of the procurements each staff conducts. b) Describe procurement-related material the department requires its procurement staff be familiar. c) Include requirement for all procurement staff to complete DGS/PD California Procurement and Contracting Academy (Cal-PCA) Basic Acquisitions Certification Program (BACP) training classes and any other Cal-PCA acquisitions training classes available that would be helpful to procurement staff. d) Describe any internal and/or external training provided/required by the department for procurement staff. e) Include requirement for the Cal-Card Administrator and anyone issued a Cal-Card to complete Cal-Card training. (SCM Vol. 2, Ch. 1 & PCC 10333)		☐ Yes ☐ No		☐ Yes ☐ No
8.	**Controlling and Reviewing Purchasing Practices** Explain how department staff controls and reviews purchasing practices and monitors the department's progress in meeting and/or exceeding purchasing authority standards and continuous improvement of the department's purchasing program. (e.g. review and approval of procurements, documentation checklist, database (SCPRS) tracking and ethics training) (SCM Vol. 2, Ch. 1, 2 & 4)		☐ Yes ☐ No		☐ Yes ☐ No
9.	**Internal Auditing of Purchasing Activities** Identify the departmental staff responsible to perform audits, frequency of audits, focus of the audits, criteria to determine compliancy, and the corrective action plan. If the department doesn't have auditing capabilities, then specify entity responsible for auditing internal purchasing activities (e.g. department). (PCC 10333.a.4; SCM Vol. 2, Ch.1)		☐ Yes ☐ No		☐ Yes ☐ No
10.	**Conflict of Interest/Incompatible Activities Policy & Statement and Accepting Gifts and Gratuities** Explain policy requiring every staff person involved in the procurement process, including those who prepare requisition requests, receive goods and approve payment, to sign a COI/IA at least once during their tenure with the department and to maintain copies of signed COI's within the procurement office. Department must either use the sample COI statement provided in the SCM or develop their own that must reference and include the language contained in GC 19990. The P&P must include a sample statement and identify where COI is located (hardcopy or web link). (SCM Vol. 2, Sects. 1. A3.0 & 2.A2.0-2) ***Note:*** *If the department develops their own COI, the statement must be submitted to DGS/PD for approval.*		☐ Yes ☐ No		☐ Yes ☐ No

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11.	**Confidentiality Policy and Statement** The department must have a Confidentiality Policy and a Confidentiality Statement to ensure department staff maintains confidentiality in all procurement activities. Department must either use the sample confidentiality policy & statement provided in the SCM or develop their own. The P&P must include: policy requiring all procurement staff to maintain confidentiality in all procurement activities and sign a Confidentiality Statement for each procurement; a sample statement; where form is located (web link); who needs to sign; and where completed statements are maintained. Confidentiality Statements should be maintained in each individual procurement file. (SCM Vol. 2, Sects. 4.A1.3-5) *Note: The Confidentiality Policy & Statement should not be confused with the Conflict of Interest/Incompatible Activities Policy & Statement, and should be completed for each competitive solicitation by the buyer and all those involved with that particular project, including the bidders. The signed Confidentiality Statements should be maintained in each procurement file. The Conflict of Interest/Incompatible Activities Statements need to be maintained in a central location, preferably in the procurement office, for audit purposes.*		☐ Yes ☐ No		☐ Yes ☐ No
12.	**Additional Pre-Procurement Reviews and Approval Requirements –** Procedures on how buyers obtain other approvals as may be required from: PIA, DGS Surplus Property, DGS California Records & Information Management Manual (CalRIM), DGS/PD, DGS/OLS, DGS/RESD, DGS/OFAM (Fleet), DGS/OSP, CalTech STPD, CalTech Telecom, Department of Conservation, State Personnel Board, Department of Conservation etc. (SCM Vol. 2, Ch. 2 & 4)		☐ Yes ☐ No		☐ Yes ☐ No
13.	**Ethics & Conflicts** Department personnel involved in procurement activities are either directly or indirectly spending public funds and are subject to public scrutiny. Explain how the department ensures that personnel involved in procurement activities: • Act responsibly. • Conduct business honestly. • Avoid wasteful and impractical purchasing practices. • Avoid real or perceived conflicts when conducting business on the State's behalf. • Advise departmental personnel of expected standards of ethical and moral behavior during any procurement activities involving their participation. Click here to access the Fair Political Practices Commission's web page for additional information. (SCM Vol. 2, Sects., 1.A4.3 & 2.A1.1)		☐ Yes ☐ No		☐ Yes ☐ No
14.	**Separation of Duties** Explain the department's policy to maintain sufficient separation of duties in order to reduce the risk of error or fraud in the department's purchasing program. Key duties and responsibilities should be segregated to separate the responsibilities for: conducting procurements; approving purchase documents; acknowledging and receiving goods and services; approving invoices; and preparing payments. **Note:** No one person should control more than one of the key aspects of procurement activities listed above. (SCM Vol. 2, Sect., 1.A4.4)		☐ Yes ☐ No		☐ Yes ☐ No
15.	**Gift of Public Funds** Explain your agency's understanding and compliance, prohibitions, etc. (CA State Constitution, Article 16, Section 6; SCM Vol. 2, Ch. 2 Section 2.A2.3; and Governor's Memo dated 2/18/11)		☐ Yes ☐ No		☐ Yes ☐ No
16.	**Acquisition Request Process** Explain the department's requisition process for centralized and decentralized purchases including: sample of requisition document and procedures on completing the form; levels of approval; and required support documentation (i.e. justification, reviews/approvals, funding, specifications, SOW, etc.)		☐ Yes ☐ No		☐ Yes ☐ No

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17.	**Conducting Procurement Activities** Does the P&P manual provide detailed instructions on how to conduct a purchasing activity for the requested or approved dollar threshold? Procedures must reflect dollar thresholds of each category requested or approved. *Tip – Look at each purchasing authority type/category. Organize the information, use a flow chart to establish the sequence of work and integrate SCM requirements to support the procedure.*		☐ Yes ☐ No		☐ Yes ☐ No
18.	**Classifying the Purchase** Explain importance of properly classifying purchases, how to determine main purpose of purchase, Non-IT vs. IT, Goods vs. Services. (SCM Vol. 2 Sects. 2.B1.0–8)		☐ Yes ☐ No		☐ Yes ☐ No
19.	**Procurement Planning, Buyer Review, and Internal/External Reviews** Procedures for buyer to review/approve requisition documents and conduct the procurement, approval criteria, internal reviews, process for in-house legal review, required external reviews, etc. (SCM Vol. 2, Ch. 2, Sect. B)		☐ Yes ☐ No		☐ Yes ☐ No
20.	**Determining the Appropriate Procurement Approach** Procedure and what factors are to be considered in determining the appropriate procurement approach: PIA; SB/DVBE Option; Competitive, Non-Competitive; Informal/Formal; LPA ; etc. (SCM Vol. 2, Sect. 2.B2.3)		☐ Yes ☐ No		☐ Yes ☐ No
21.	**Specification Development** For the procurement of goods departments must have policies and procedures to develop a technical specification clearly detailing the necessary qualities and functions of the goods without being restrictive to competition. The DGS/PD Engineering Services is available to assist departments in providing technical knowledge and assistance in planning efforts and specification preparation. Include links below in your P&P. DGS/PD Engineering Services web page sample solicitation Specification Checklist (SCM Vol. 2, Sect. 2B2.4)		☐ Yes ☐ No		☐ Yes ☐ No
22.	**Contracted Personal Services** Explain what to consider and justifcation for contracting for personal services, include required notification and approval of the State Personnel Board and/or Represented Employee Organizations. (SCM Vol. 2, Sects. 2.B3.3 & 2.C5.2; SCM Vol. 3, Sect. 2.B4.3; GC 19130 (a) (b) (c); 19131; 19132; 19135. BB P-01-14 dated 1/28/14 & MM 14-01)		☐ Yes ☐ No		☐ Yes ☐ No
23.	**Blanket Purchase Orders** Explain department's policy and procedures for issuing a blanket purchase order including: the department must document why it is in the State's best interest to execute a blanket purchase.; in no case may a blanket purchase exceed $4,999.99 per transaction, unless the blanket purchase is issued under an LPA; and copies orders placed against the blanket purchase document must be kept in the procurement file. (SCM Vol. 2, Sect. 2.B3.5)		☐ Yes ☐ No		☐ Yes ☐ No
24.	**Shipping Charges & Transportation Management Unit (TMU)** Explain policy and procedures: types of shipping methods; preferred method; and when to contact TMU to determine freight costs. Requirement for freight bill audit and TMU audit stamp. Add TMU contact information: Address; Phone number; Fax, Email, and web link. (SCM Vol. 2, Sects. 2.B3.6, 8.5.0-2 & 9.A6.1; SAM 1200 et seq.,3851, 3852 & 8422.1)		☐ Yes ☐ No		☐ Yes ☐ No
25.	**Term Purchases** Explain Department's policy on establishing Term Purchases. Include criteria for a term purchase: a specified time period – not to exceed 36 months; a specified list of products and quantities; and routinely acquired items. Also include solicitation requirements and specific language to be included in solicitations. (SCM Vol. 2, Sect. 2.B3.7)		☐ Yes ☐ No		☐ Yes ☐ No
26.	**Non-Discrimination Ineligibility and Exception** Explain department policy to determine contractor eligibility before award; contractors that do not meet the provisions of GC 12990 are not eligible to contract with the State for non-IT goods; include link in P&P to find ineligible contractors in the California Regulatory Notice Register link. Please also state the exception to GC 12990 when using Cal-Card and the department		☐ Yes ☐ No		☐ Yes ☐ No

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	is to monitor the use of this exemption and adhere to the restrictions on these purchases. (SCM Vol. 2, Sect. 2.B3.10-11; & GC 12990)				
27.	**Darfur Contracting Act** Explain requirements of the Act, policy requiring suppliers to certify, applies to all Non-IT acquisitions regardless of procurement approach, method, or solicitation format except for LPA's, etc. The P&P must include a sample certification and identify where document is located (hardcopy or web link) and file documentation. (SCM Vol. 2, Sect. 2.B3.12 & PCC 10475–10481)		☐ Yes ☐ No		☐ Yes ☐ No
28.	**Loss Leader** Required statement to be included in all solicitations and list excluded acquisitions. (SCM Vol. 2, Sects. 2.B3.13 –14; SCM Vol. 3, Sects. 2.B4.10–11; PCC 10302(b)(1)&(4) and 12104.5(b)(1)&(3); B&P Code 17030)		☐ Yes ☐ No		☐ Yes ☐ No
29.	**Mission Critical Certification for DGS** Required certification for all work, documents, or contracts to be initiated by or reviewed by DGS. (SCM Vol. 2, Sect. 2.B3.15; SCM Vol. 3, Sect.2.B4.14)		☐ Yes ☐ No		☐ Yes ☐ No
30.	**Iran Contracting Act** Policy requiring buyers to check list of ineligible vendors during bid evaluation, applies to all acquisitions of $1,000,000 or more regardless of procurement approach, method, or solicitation format except for LPA's. P&P must include a sample of document used for suppliers to satisfy certification requirements, etc. (SCM Vol. 2, Sect. 2.B3.16; SCM Vol. 3, Sect. 2.B4.15; & PCC 2200-2208)		☐ Yes ☐ No		☐ Yes ☐ No
31.	**Tax Delinquents Prohibition Policy** Include language prohibiting tax delinquent persons or companies from bidding. Add the following links for verification: https://www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml http://www.boe.ca.gov/cgi-bin/deliq.cgi (PCC 10295.4 and SCM Vol. 2, Sect. 2.B3.18)		☐ Yes ☐ No		☐ Yes ☐ No
32.	**Statement of Work (SOW)** Department policy and procedures for developing a SOW, SOW is documentation of the details of the work to be performed, what to include in the SOW, etc. (SCM Vol. 2, Sect. 2.B4.0-1)		☐ Yes ☐ No		☐ Yes ☐ No
33.	**Emergency Purchases** Define emergency, define processes for emergency in response to natural disaster vs. other than natural disaster, describe process when Department doesn't need to contact DGS and when they do, if purchase is within/not within NCB contract purchasing authority, Form 42, required file documentation, etc. (SCM Vol. 2 Sects. 2.B5.0-5; PCC 1102 & 10340(a)(1))		☐ Yes ☐ No		☐ Yes ☐ No
34.	**Office of Fleet and Asset Management (OFAM)** Explain procedures for the purchase of mobile equipment (vehicles), obtaining OFAM approval, and equipment excluded from OFAM oversight. (SCM Vol. 2, Sects. 2.C1.0-4 & GC 13332.09)		☐ Yes ☐ No		☐ Yes ☐ No
35.	**Surplus Property Program** Explain program, available products, required reports, etc. (SCM Vol. 2, Sects. 2.C2.0-4; MM 11-01)		☐ Yes ☐ No		☐ Yes ☐ No
36.	**Prison Industry Authority (PIA) Procurement Procedures** Explain program requirements, available products, exemption process, ordering procedures; use of Cal-Card, etc. (SCM Vol. 2, Sects. 2.C3.0-7; & PC 2807)		☐ Yes ☐ No		☐ Yes ☐ No
37.	**Community Rehabilitation Program (CRP) Procurements** Explain CRP, these purchases exempt from advertising requirements, competitive bidding, dollar threshold limits, and NCB requirements, and pricing must be documented as Fair and Reasonable. (SCM Vol. 2, Sect. 2.C4.0 & WIC 19404)		☐ Yes ☐ No		☐ Yes ☐ No
38.	**Documenting Decisions** Explain procedure on what to document and how in each procurement from identifying the need to purchase through the completed purchase transaction. (SCM Vol. 2, Sects. 2.D1.0-4)		☐ Yes ☐ No		☐ Yes ☐ No

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39.	**Americans with Disabilities Act/Reasonable Accommodation** Explain department's policy and procedures that ensure that all programs, activities, and services, including the procurement process, are available to all persons including those with disabilities. Identify your department's ADA Coordinator. (ADA and SCM Vol. 2, Ch. 3)		☐ Yes ☐ No		☐ Yes ☐ No
40.	**Small Business Procurement and Contracting Act and DVBE Participation** Explain your department's policies ensuring commitment to complying with Small Business Procurement and Contract Act and DVBE Participation Program requirements, contracting with SB/DVBE's, and meeting annual participation goals. Define the goals and the available procurement approaches to achieve goals. (PCC 10333.a.3; PCC 10115; GC 14835 et. seq.; M&VC 999 et. seq.; CCR, Title 2, Sect. 1896.60 et. seq.; and SCM Vol. 2 & 3, Ch. 1 & 3)		☐ Yes ☐ No		☐ Yes ☐ No
41.	**SB/DVBE Advocate** Identify the SB/DVBE Advocate and how to contact them, Describe their roles and responsibilities, and how they will be involved in the department's procurement process. (GC 14846, MVC 999.12; SCM Vol. 2, Ch. 3)		☐ Yes ☐ No		☐ Yes ☐ No
42.	**SB/DVBE Option** Explain provisions, dollar thresholds, establishing mailing lists, department's commitment to utilizing the option, advertising requirement is eliminated when using the SB/DVBE Option, etc. (GC 14838.5, SCM Vol. 2, Sects. 3.2.4 & 4.B5.0-3)		☐ Yes ☐ No		☐ Yes ☐ No
43.	**Verification of SB/DVBE Certification Status** Explain policy and procedures for verification prior to award regardless of procurement approach. Include web link to SB/DVBE Services web page. (SCM Vol. 2, Sect. 3.2.5)		☐ Yes ☐ No		☐ Yes ☐ No
44.	**Commercially Useful Function (CUF)** Explain policy and procedures on determining CUF in all procurements with SB/DVBE participation and requirement for Bidder Declaration and DVBE Declaration (STD. 843) to be included in solicitations, with exceptions, and completed by bidders. (GC 14837; M&VC 999; and SCM Vol. 2, Sects. 3.2.6-7 & 3.5.8-9)		☐ Yes ☐ No		☐ Yes ☐ No
45.	**DVBE Program Requirements and Incentive –** Explain the department's policies and procedures to comply with DVBE Program Requirements, how to apply incentive to competitive procurements with DVBE participation, how to calculate the incentive, and how to document procurement file. (CCR, Title 2, Division 2, Ch. 3, sections 1896.98, 1896.99, and 1896.99.120; and SCM Vol. 2, Sects. 3.5.0 – 3.5.13)		☐ Yes ☐ No		☐ Yes ☐ No
46.	**Waiving the DVBE Participation/Incentive Requirement** Explain that the department understands that if at your discretion you waive the requirement, your 3% annual goal still applies, requirement to complete the DVBE Incentive Waiver and approval by executive officer. (SCM Vol. 2, Ch. 3)		☐ Yes ☐ No		☐ Yes ☐ No
47.	**SB and Non-SB Subcontractor Preference –** Explain your department's policy and procedures to apply preference to competitive procurements with SB participation, exceptions, preference amount and maximum amount, how to calculate preference, use of Bidder Declaration, and how to document procurement file. (GC 14838(b) and 14838(f) and SCM Vol. 2, Ch.3)		☐ Yes ☐ No		☐ Yes ☐ No
48.	**TACPA Preference Program** Policy and procedures to apply preference to competitive solicitations more than $100,000, preference amount and maximum preference, documentation and required approvals. (SCM Vol. 2, Sects. 3.9.0-7; GC 4530-4535)		☐ Yes ☐ No		☐ Yes ☐ No

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49.	**State Agency Buy Recycled Campaign (SABRC) Program** Explain program requirements including: Recycled Content Product purchasing; Recycled preference; Non-compliant trash bag manufacturer ineligibility for State contracts; supplier certification of recycled content (PCRC CIWMB Form 74); and recycled tire preference. (SCM Vol. 2, Sects. 3.10.0-9; PCC 12200-12217) http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/Buying.htm SABRC@CalRecycle.ca.gov CalRecycle's website		☐ Yes ☐ No		☐ Yes ☐ No
50.	**Environmentally Preferred Purchasing (EPP) –** Explain EPP program requirements, policy to commit to compliance, required commodities to be purchased, EPP Best Practices, add links to the DGS Buying Green website and the Buying Green Guide for Buyers website, and describe the department's commitment to purchase products that meet the Federal Energy Management Program recommended standards, etc. (SCM Vol. 2, Sects. 3.11.0-3; PCC 12400-12404; EO B-18-12) http://www.dgs.ca.gov/buyinggreen/Home.aspx http://www.dgs.ca.gov/buyinggreen/Home/BuyersMain.aspx		☐ Yes ☐ No		☐ Yes ☐ No
51.	**Infrastructure-Related Bond Act of 2006** If your department awards infrastructure contracts with proceeds from the I-Bonds. (SCM Vol. 2, Sects. 3.12.0-9 & GC 14838.1)		☐ Yes ☐ No		☐ Yes ☐ No
52.	**Developing Supplier Resources** Explain policy and procedures to broaden supplier base, increase competition, and solicit SB/DVBE suppliers whenever possible by establishing supplier mailing lists, using Request for Interest (RFI), etc. (SCM Vol. 2, Sects. 4.A2.0-4)		☐ Yes ☐ No		☐ Yes ☐ No
53.	**Advertising Requirements - California State Contracts Register (CSCR)** State the CSCR advertising requirements, dollar thresholds for Non-IT & IT, exemptions and exemption process, advertising requirement is eliminated when using the SB/DVBE Option, required file documentation, etc. (SCM Vol. 2, 4.A3.1 & SCM Vol. 3, 4.A2.1; GC 14825, 14827.2 & 14838.5(a)).		☐ Yes ☐ No		☐ Yes ☐ No
54.	**Informal vs. Formal Solicitations** Define Informal and Formal, types of solicitation documents used, dollar thresholds, etc. (SCM Vols. 2 & 3, Sect. 4.B1.0)		☐ Yes ☐ No		☐ Yes ☐ No
55.	**Phone Quotes** Explain policies and procedures for conducting a phone quote including use of a 'script', referring bidders to PD web page for Bidder's Instructions and General Provisions, documenting the quote using the Bid/Quote Worksheet, location of documents, etc. (SCM Vols. 2 & 3, Sect. 4.B1.1)		☐ Yes ☐ No		☐ Yes ☐ No
56.	**Competitive Written Solicitations** Policies and procedures for using written solicitations including: written solicitation formats (RFQ, IFB, RFP); when you may/must use; advertising requirement; distribution methods; sample solicitations; supplier signature requirements; solicitations should be clear and concise; avoid restrictive requirements; required language; common elements of a written solicitation; faxed bid response language; preference program requirements; solicitation addenda procedure requirements; documenting results; etc. The P&P must include sample solicitations and identify where they are located (hardcopy and web link). (SCM Vols. 2 & 3, Ch. 4 Sect. B)		☐ Yes ☐ No		☐ Yes ☐ No
57.	**Obtaining Seller's Permit –** Explain policy requiring seller's permit for all purchases of goods, and procedures for buyers to always verify that the seller's permit is active by going to the Board of Equalization website provided at the link below and print the validation page to include in the procurement file documentation. https://efile.boe.ca.gov/boewebservices/verification.jsp (SCM Vol. 2, Sect. 4.B6.3; Vol. 3, Sect. 4.B8.6; PCC 10295.1)		☐ Yes ☐ No		☐ Yes ☐ No

	DESKTOP MANUAL POLICY & PROCEDURE REQUIREMENTS				
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58.	**Bidder Instructions & General Provisions** Policy requiring use in all solicitations and add current revision dates for Bidders Instructions (11/09/11) and General Provisions for Non-IT, (06/08/2010) and IT (11/27/13). Include the required provisions in solicitations under $5,000.00 if the GP's are not used. Bidder Instructions are required in **all** competitive solicitations except for IT solicitations over $1,000,000. Include website link for these documents in the P&P: **https://www.dgs.ca.gov/pd/Resources/ModelLanguage.aspx** **Note:** IT Special Provisions have been incorporated into the IT General Provisions (Rev. 11/27/13). (SCM Vol. 2 Sections 4.B6.0-2 and SCM Vol. 3 Sections 4.B8.0-4)		☐ Yes ☐ No		☐ Yes ☐ No
59.	**Fair and Reasonable Pricing Procedures –** Explain policy and procedures on purchases under $5,000, techniques buyers use to determine fair and reasonable pricing and how to document fair and reasonable. Also add the following language on Fair and Reasonable: GC 14838.5 (c) states: "if the estimated value of a transaction is under $5,000.00, a state agency shall obtain at least two price quotations from responsible suppliers whenever there is reason to believe a response from a single source is not a fair and reasonable price." (SCM Vols. 2 & 3, Sects. 4.C1.0 & 4.C2.0)		☐ Yes ☐ No		☐ Yes ☐ No
60.	**Supplier Evaluation and Selection** Explain policy and procedures: Evaluator's Responsibility; Confidentiality; Evaluation Documentation; Evaluation and Selection Team Procedures; evaluation documents (Bid/Quote Worksheet, Evaluation & Selection Report (ESR, etc.); public record availability; bid response/award availability; etc. (SCM Vols. 2 & 3, Ch. 4 Sect. D Topic 1)		☐ Yes ☐ No		☐ Yes ☐ No
61.	**Determining Responsive Bid and Responsible Bidder** Explain policy and procedures: define responsive and responsible; how to determine effective competition; options to take if competition is not achieved; and file documentation. (SCM Vols. 2 & 3, Ch. 4 Sect. D Topic 2)		☐ Yes ☐ No		☐ Yes ☐ No
62.	**Award to Other than Low Bidder** Explain policy and procedures in determining low bidder's non-compliancy; informal vs. formal solicitation documentation and process; documenting file in sufficient detail; does not apply to SB/DVBE awards due to preference/incentive. (SCM Vols. 2 & 3, Ch. 4 Sect. D Topic 2)		☐ Yes ☐ No		☐ Yes ☐ No
63.	**Material/Immaterial Deviations** Explain policy and procedures: "requirement or condition" vs. "desirable attribute or condition"; "material" vs." immaterial" deviations; determining responsiveness; Deviation Worksheet; and file documentation. (SCM Vols. 2 & 3, Ch. 4, Sect. D, Topic 4)		☐ Yes ☐ No		☐ Yes ☐ No
64.	**Evaluation and Award** Explain policy and procedures: bid submission; fax bids; Procurement Summary; Bid/Quote Worksheet; Evaluation & Selection Report; Intent to Award; Notice of Intent to Award; awarding tie bids; IT Value Effective methodology; two-envelope evaluation; Cost Proposal Certificate; and file documentation. (SCM Vol. 2, Sect. 4.D5.0-5 & SCM Vol. 3, 4.D5.0-5 & 4.D6.0-3)		☐ Yes ☐ No		☐ Yes ☐ No
65.	**Non-Competitively Bid (NCB) & Special Category Request NCB (SCR) Contracts** Cite NCB legal authority per PCC 10301 & 10302. Explain the policies and procedures for conducting NCB purchases: these types of contracts should be used only when fully justified; establish mailing lists using a variety of means to locate potential suppliers; state your department's NCB Delegated Amount per your current Purchasing Authority Approval Letter; NCB's above this amount need either DGS/PD or CalTech approval; and purchases exempt from NCB process. SCR's have no delegated authority; all SCR's need DGS/PD approval. Include sample of the NCB Contract Justification (GSPD-09-007). (PCC 10301, 10302, & 12102; and SCM Vols. 2 & 3, Chapter 5)		☐ Yes ☐ No		☐ Yes ☐ No

#	Desktop Manual Component	Non-IT Page(s)	DGS USE ONLY Non-IT Compliant	IT Page(s)	DGS USE ONLY IT Compliant
66.	**Limit to Brand (LTB)** Explain the policies and procedures for conducting LTB purchases: determining the need to acquire a specific brand or trade name, department's LTB delegated amount, all LTB's above delegated amount need DGS/PD approval; Limit to Brand Statement (GSPD-08-001), etc. (PCC 10301,10302, 12102(b); and SCM Vol. 2 & 3, Ch.4, Sect. C, Topic 3)		☐ Yes ☐ No		☐ Yes ☐ No
67.	**Exempt Contracts Procedures – based on statute or policy** Procedures should include how to: ✓ Conduct a purchase that is exempt from competitive bidding and/or NCB justification processing when the transaction is exempt by statue or policy ✓ Develop the solicitation and obtain the price quote from the supplier ✓ Provide sufficient detail in the procurement file to identify the rationale to exempt the purchase from competitive bidding or advertising by stating specific statute or policy. ✓ Document procurement file identifying how the purchase cost reasonableness was established. (SCM Vol.2 & 3, Ch. 5 Topic 6 & 7)		☐ Yes ☐ No		☐ Yes ☐ No
68.	**Leveraged Procurement Agreements Procurements** Procedures for each type of LPA should include but not limited to the following areas: ✓ Review contract, user instructions and supplements on BidSync ✓ Use of LPA's not exempt from procurement policies and laws ✓ Contact State Contract Administrator with questions ✓ Mandatory vs. Non-Mandatory use ✓ SB/DVBE Off-ramp policy ✓ Minimum/Maximum order quantities and dollar amounts ✓ Requesting exemptions from LPA delegated dollar thresholds ✓ Appropriate documents to obtain pricing (RFO) & execute orders (STD. 65 or 213) ✓ No protest language in LPA solicitations ✓ Obtaining multiple offers including SB/DVBE (if required) and documenting less than 3 offers. ✓ Verify contract pricing (BidSync, CMAS, GSA, etc.) to support the pricing offered ✓ Best Value – Criteria included in solicitation used to assess supplier offers and determine Best Value ✓ Where copies of LPA's are maintained in the department ✓ Validation of SB and/or DVBE status and validating participation ✓ Administrative fees for use of LPA's The P&P must include sample solicitations and identify where they are located (hardcopy and web link). (SCM Vol. 2, Chapter 6)		☐ Yes ☐ No		☐ Yes ☐ No
69.	**Protests and Post Award Disputes** Explain the process for a Protest of Proposed Award, the Alternative Protest Process, and a Post-Award Dispute. Add requirements for competitive solicitation language to be included, protest language not included in LPA transactions, etc. (SCM Vol. 2, Chapters 6 & 7)		☐ Yes ☐ No		☐ Yes ☐ No
70.	**Purchase Document Procedures** Explain your department's procedures to complete and execute purchase documents including: ✓ Which purchase documents to use and when (STD. 65, 213, etc.) ✓ Instructions on how to properly complete purchase documents ✓ Explain the purchase document numbering system and who assigns numbers ✓ CAL-Card transactions ✓ CALPIA Orders ✓ Avoid price bundling ✓ Consider transportation terms and costs (TMU) ✓ Amending or cancelling a purchase document ✓ Explain routing for both internal and external signatures/approvals and where a current signature authority list can be obtained and provide the list within the P&P. (SCM Vol. 2, Ch. 8)		☐ Yes ☐ No		☐ Yes ☐ No

	DESKTOP MANUAL POLICY & PROCEDURE REQUIREMENTS				
#	*Desktop Manual Component*	*Non-IT Page(s)*	*DGS USE ONLY Non-IT Compliant*	*IT Page(s)*	*DGS USE ONLY IT Compliant*
71.	**State Contract and Procurement Registration System (SCPRS)** ✓ Who is responsible for registering document ✓ Explain policy on whether department buyers are to register all purchase documents regardless of value or only those over $5,000.00 ✓ How to register, eProcurement website link ✓ Requirement for registration # to be entered on purchase documents prior to issuing to supplier. (SCM Vol. 2, Sects. 8.1.0–6)		☐ Yes ☐ No		☐ Yes ☐ No
72.	**State Sales Tax and Maintenance Sales Tax** Policy on paying sales tax on purchases to include: The State does not pay federal taxes on purchases, only state sales tax and/or use tax; taxes are assessed based upon where the products are physically received; use the latest California Sales and Use Tax rate chart by county found on the Board of Equalization's web site Board of Equalization; and for information regarding maintenance sales tax, refer to Regulation 1502 of the Sales and Use Tax Regulations of the Business Taxes Law Guide, or contact the Board of Equalization. (SCM Vol. 2, Sects. 9.A1.5-6)		☐ Yes ☐ No		☐ Yes ☐ No
73.	**Payee Data Record (STD. 204)** Explain policy including: regardless of the procurement approach (competitive, NCB, LPA, etc.), a Payee Data Record (STD.204) must be obtained from a supplier prior to executing a purchase document whenever a department engages in an activity leading to a payment to an entity other than a government entity; the completed STD.204 must be provided to the department's accounting office or business services unit and must be attached to the purchase document; it is the buyer's responsibility when obtaining a copy of a supplier's LPA contract to ensure a completed STD.204 is included or the buyer must obtain a completed STD.204 from the supplier. (SCM Vol. 2, Sects. 9.A4.0-2; SAM 8112.3 & 8422.190)		☐ Yes ☐ No		☐ Yes ☐ No
74.	**Payment of Invoices** Explain the department's policy including: remind suppliers of the importance of submitting accurate and correct invoices; department must not pay for anything that is not in the purchase document (pallets, shipping, travel costs, etc.); components of an accurate invoice; Tracking payment timeliness (Prompt Payment Act); prompt payment discounts; completing the Invoice Dispute Notification (STD. 209); and a reminder to maintain a separation of duties. (SCM Vol. 2, Sects. 9.A5.0-5 & CCR, Title II, Sect. 1895.8)		☐ Yes ☐ No		☐ Yes ☐ No
75.	**Prompt Payment Act** Explain policy and procedures in compliance with the Prompt Payment Act: include date stamping invoices upon receipt; disputing incorrect invoices within 15 days after receipt; use of the Invoice Dispute Notification (STD. 209); automatic authorization and payment of Late Payment penalties; and Late Payment Penalty reporting. (SCM Vol. 2 Sect. 1.A3.0 & 9.B20-1, Ch. 12 & GC 927)		☐ Yes ☐ No		☐ Yes ☐ No
76.	**Cal-Card Program** Identify the Cal-Card Coordinator, their roles and responsibilities, DGS/PD on-line training required for the Coordinator and all staff issued a Cal-Card, and how the department ensures that cardholders adhere to purchasing authority requirements. Include: Payment mechanism only; Splitting purchases; what Cal-Card can be used for and what it can't be used for; Staff roles and responsibilities; Executing purchases valued $2,500 and over and purchases less than $2,500; required purchase and supporting documents; and file documentation. Include the link below for information about the program and on-line training. Cal-Card Training: http://www.dgs.ca.gov/pd/Programs/CALCard.aspx (SCM Vol. 2, Ch. 9, Sect. B)		☐ Yes ☐ No		☐ Yes ☐ No

	DESKTOP MANUAL POLICY & PROCEDURE REQUIREMENTS				
#	*Desktop Manual Component*	*Non-IT Page(s)*	DGS USE ONLY *Non-IT Compliant*	*IT Page(s)*	DGS USE ONLY *IT Compliant*
77.	**Receiving, Inspection, Acceptance Testing and Acceptance or Rejection** Procedures for taking possession of purchased goods and accepting service deliverables including: receiving; inspection; acceptance and/or rejecting stock; following up on open purchase documents; substitution of goods; supplier performance evaluations; asset management; and reporting lost, stolen, or destroyed property. Include the processes for completion of the Stock Received Report (STD. 106), Returned Stock Report (STD. 108), Supplier Performance Report (web link or sample), Property Survey Report (STD. 152); and the Contract Evaluation Report (STD. 4). (SCM Vol. 2, Ch. 10; SAM 3520. 3861, 8422.20, 8602, 8643, 8651, 20080)		☐ Yes ☐ No		☐ Yes ☐ No
78.	**Official Procurement File Procedures** Policy/procedure on proper documentation of all procurement files, location of files, access to files, documentation requirements including File Documentation Checklists maintained in each procurement file, identify exceptions from file requirements (i.e. If the STD.204 is not in the file where is it located), sample checklists located in P&P & web link. Checklists need to include but are not limited to: a. All correspondence, written, electronic, and record of verbal b. Department specific procurement documents c. Purchase Request/Requisition and Justification d. All required approval documents e. PIA Waiver f. DVBE Waiver g. Conflict of Interest/Incompatible Activities Statements h. Confidentiality Statements i. Copy of Request for Information (RFI) j. Exemption by Statute or DGS Policy Documentation k. Approved NCB/LTB Justification l. Solicitation (RFO, RFQ, IFB, RFP, etc.) and all Addenda m. All Solicitation Attachments (Cost Worksheets, Technical Specifications, SOW, General Provisions, Bidder Instructions, etc.) n. List of solicited suppliers and contact information o. Documentation of supplier non-response p. All Solicitation Responses q. Fair & Reasonable Evaluation r. Phone Quote Worksheet s. Bid/Quote Worksheet t. Evaluation and Selection documents u. Documentation of award to other than low bidder v. Award/Purchase/Contract documents (STD. 65, 213, 215, etc.), Attachments and Amendments w. Protest documents x. Payee Data Record (STD 204) y. Seller's Permit, BOE Validation, and SOS Corporate Qualification Verification z. PCRC Cert aa. Copy of CSCR add bb. Certificate of Compliance with State IT Policies cc. DMCP justification dd. Darfur Certification ee. Bidder Declaration, DVBE Declaration ff. SB/DVBE Certifications gg. SB Preference and DVBE Incentive calculation documentation hh. CUF Certification ii. Copy of LPA cover page and price pages jj. Copy of entire LPA (as required) kk. SCPRS registration ll. Copy of Notice of Contract Award (STD. 16) mm. Copy of Stock Received Report (STD. 106) nn. Copy of Stock Returned Report (STD. 108) oo. Procurement Summary, Evaluation & Selection Report (ESR), etc.		☐ Yes ☐ No		☐ Yes ☐ No

	DESKTOP MANUAL POLICY & PROCEDURE REQUIREMENTS				
#	***Desktop Manual Component***	*Non-IT Page(s)*	*DGS USE ONLY Non-IT Compliant*	*IT Page(s)*	*DGS USE ONLY IT Compliant*
79.	**Contract Administration** Explain policies and procedures for post-award activities including: contract administrator roles and responsibilities; post-award buyer involvement; post-award orientations; monitoring the performance of the contract; completion of the Contractor Evaluation report (STD. 4); maintaining ethical standards; proper documentation; record retention; and establishing procurement files. (SCM Vol. 2, Chapters 2 & 11; SAM 3504)		☐ Yes ☐ No		☐ Yes ☐ No
80.	**Reporting Requirements** Policy on what reports are required, report due dates, and where to submit. If applicable: ✓ Purchasing Authority Activity Reporting ✓ Data Center Interagency Agreement Quarterly Report ✓ Annual Contracting Activity Report (STD. 810) ✓ Late Payment Penalty Reporting ✓ Contract Award Report (STD. 16) ✓ Report of Independent Contractors (DE 542) ✓ State Agency Buy Recycled Campaign (SABRC) Report (SCM Vol. 2, Ch. 12; PCC 10111 & 12200-12217; MVC 999; GC 927 7 19130; 2 CCR 8117.5; & UIC 1088.8)		☐ Yes ☐ No		☐ Yes ☐ No

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In addition to all the above requirements which apply to both non-IT and IT procurements, the requirements below need to be included in your P&P Desktop manual for IT procurements only.

	DESKTOP MANUAL POLICY & PROCEDURE REQUIREMENTS IT ONLY		
#	***Desktop Manual Component***	*Page(s)*	*DGS USE ONLY Compliant*
1.	**Defining an IT Procurement** Explain differences and give examples of: IT Goods, IT Supplies, IT Goods Not Considered Supplies, and IT Services. (SCM Vol. 3, Section B, Topic 2, SAM 4819.2)		☐ Yes ☐ No
2.	**Leasing Equipment** Policy and procedures for department to perform a lease vs. purchase cost analysis; factors to be considered; Lease Versus Purchase Analysis form; Purchase Option Credits; lease purchases via GS $Mart or Lease $Mart; etc. (SCM Vol. 3, Sects. 2.B4.4–7; SAM 3700 et seq.)		☐ Yes ☐ No
3.	**Desktop Mobile Computing Policy and Coordinator** Procedure on how the department will comply with the Desktop Mobile Computing policy, allowed/excluded purchases, identify DMCP Coordinator and their roles & responsibilities, and procurement file documentation requirements. (BL 04-26, SAM 4800, 4989–4989.8, 4819.2–4819.42; & SCM Vol. 3, Sects. 2.B7.0-2)		☐ Yes ☐ No
4.	**Certificate of Compliance with State IT Policy** Explain policy and procedures for compliancy with this requirement including: when is a Certification of Compliance required (IT purchase over $100,000); when the certification will be authorized and by who; the signed certificate will be retained in the procurement file; how the buyer will document the procurement file when the IT expenditure is exempt from SAM 4819 – specifically how the exclusions identified in SAM 4819.32 will be supported in the procurement file. (SAM 4819.2, 4819.32; and SCM Vol. 3, Sects. 2.C6.0–2		☐ Yes ☐ No

	In addition to all the above requirements which apply to both non-IT and IT procurements, the requirements below need to be included in your P&P Desktop manual for IT procurements only.

	DESKTOP MANUAL POLICY & PROCEDURE REQUIREMENTS <u>IT ONLY</u>		
#	***Desktop Manual Component***	***Page(s)***	*DGS USE ONLY* ***Compliant***
5.	**Procurement Activity Review and Approvals** Identifies when and how to obtain approvals (both departmental and/or outside the department) prior to conduction the procurement activity. <u>Procedure should include:</u> ✓ What information will be required to be submitted to the procurement office to justify and support the IT expenditure ✓ Initial buyer review of purchase requisition to ensure it includes: all approvals/signatures; is in compliance with equipment standards; has justifcation to support procurement; any special requirements are met; has funding authority; addresses any budgetary and timing constraints; has all external reviews/waivers/approvals; project coordination with all department program areas; and in-house legal participation as needed. ✓ How buyers obtain other approvals as may be required: CalTech; Project Approval; Feasibility Study Reports (FSR); Special Project Report (SPR); Post Implementation Evaluation Report (PIER); Telecommunications approval; Voice and Data Services; Personal Communications Devices (PCD); etc. ✓ IT Project Authority: If the department has been granted, or is requesting, IT purchasing authority, explain the difference between CalTech IT project authority vs. DGS/PD IT purchasing authority and state the CalTech IT Project Authority level. (SCM Vol. 3, Sects. 2.C3.0–7 & 2.C4.0-7; GC 11545; SAM 4500 et seq., 4800 et seq., 4989, 5200, 6700-6780; and SIMM)		☐ Yes ☐ No