

**Date:** December 31, 2009  
**To:** Deputy Directors  
Branch Chiefs  
Office Chiefs  
**From:** Ron Diedrich  
**Subject:** Administrative Order 09-02

Effective January 1, 2010, there will be new dollar thresholds for procurements subject the Department of General Services' policy for contracting with Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE). As provided for in the Administrative Order 09-02, the dollar thresholds are to be automatically adjusted to reflect changes in the dollar thresholds allowed under Government Code Sections 14838.5 and 14838.7.

Effective for solicitations issued on or after January 1, 2010, all procurements for Goods, Services and IT Goods and Services under \$250,000, and Public Works to \$250,000 must be awarded to a SB or DVBE, unless a waiver is sought and approved in advance.

- This policy applies to DGS employees who make purchases on behalf of DGS including Cal-Card holders.
- This policy only applies to other State agencies when they request that DGS make a purchase on their behalf.

For solicitations issued prior to January 1, 2010, all procurements for Goods, Services and IT Goods and Services under \$100,000, and Public Works to \$147,000 must be awarded to a SB or DVBE, unless a waiver is sought and approved in advance.

The Procurement Division has developed an Intranet webpage, with a link to the Administrative Order and additional resources to help you. You may access the webpage at: <http://pd.dgs.ca.gov/SBDVBE-Policy/default.htm>.

If you have any questions, please contact Gloria Anderson, Chief, Office of Small Business and DVBE Services, (916) 375-4936. Inquiries may also be sent to [Advocate@dgs.ca.gov](mailto:Advocate@dgs.ca.gov) or [SB/DVBEWaivers@dgs.ca.gov](mailto:SB/DVBEWaivers@dgs.ca.gov).



Ronald L. Diedrich  
Acting Director

***Managers and supervisors, ensure this information is disseminated to staff without email access. Thank you.***