

MANAGEMENT MEMONUMBER:
MM 16-08

SUBJECT:

**RESCISSION OF OUTDATED DEPARTMENT OF
GENERAL SERVICES ISSUED MANAGEMENT
MEMOS**DATE ISSUED:
12/19/2016EXPIRES:
WHEN RESCISSION PROCESS IS
COMPLETED.

REFERENCES:

Management Memo (MM) and State Administrative Manual (SAM) Amendments
WebsiteISSUING AGENCY:
**DEPARTMENT OF
GENERAL SERVICES****Purpose**

The purpose of this management memo (MM) is to formally document the rescission of 11 MMs issued by the Department of General Services (DGS) between 1996 and 2014 that had no termination date and are either outdated, incorporated into a manual*, or are no longer relevant. The MMs being rescinded are listed in Attachment 1.

Introduction

DGS staff reviewed our active MMs issued between 1996 and 2014. Of those, we identified 11 as being suitable for rescission.

Background

Five entities have legislative authority to issue MMs: The Governor's Office, the California Department of Human Resources, the Department of Finance, the California Department of Technology, and the Department of General Services. Most MMs announce statewide policy and policy changes. They are signed by the issuing department's director, posted on the MM website, and typically incorporated into SAM. Generally, MMs expire within 12 months from the issue date. They are distributed to SAM subscribers and to departmental headquarters electronically.

Questions

If you have questions, please contact:

Jason Kenney, Deputy Director
Office of Strategic Planning, Policy and Research
Department of General Services
(916) 376-5031
Jason.Kenney@dgs.ca.gov

Signature

Daniel C. Kim, Director
Department of General Services

12/19/2016

Date

*This includes the State Administrative Manual and State Contracting Manuals.

<u>Division/Office</u>	<u>Management Memo</u>	<u>Reason for Rescission</u>
Office of Legal Services	<u>MM 98-04: Minority/Women Business Enterprise Participation Requirements for State Contracting</u>	Outdated.
Office of Legal Services	<u>MM 14-01: Bargaining Unit Notification Of Proposed Personal Services Contracts</u>	Content incorporated into State Contracting Manual, Vol. 1.
Office of Fleet and Asset Management	<u>MM 11-03 Revision 1: Reduction of Cell Phones, Smartphone's, and Cell Devices Pursuant to Executive Order B-1-11 and the Removal of Confidential, Sensitive or Personal Information</u>	Outdated.
Office of Fleet and Asset Management	<u>MM 07-08: Commercial Rental Car Forms of Payment</u>	Outdated. Updated content provided in State Travel Bulletins.
Office of Fleet and Asset Management	<u>MM 98-14: Glove Box Directory of Approved Auto Repair Facilities</u>	Outdated. Vendors are now listed online and repair thresholds are captured in various more recent policies.
Procurement Division	<u>MM 09-03: Advertising Requirements in the California State Contracts Register for Projects Funded by the American Recovery and Investment Act of 2009</u>	Outdated. Funds no longer available.
Procurement Division	<u>MM 08-05: Increases to the Dollar Threshold Levels for Conducting Informal Solicitations and for Using Specific Leveraged Procurement Agreements</u>	Content incorporated into State Contracting Manual, Vol. 2.
Procurement Division	<u>MM 08-03: Disabled Veteran Business Enterprise (DVBE) Incentive Program for Public Works Construction, Service, Leasing, Materials Testing and Related Contracts.</u>	Outdated. Updated content incorporated into State Contracting Manual, Vol. 2.
Procurement Division	<u>MM 02-18: Cancellation of Oracle Enterprise License Agreement</u>	Informational only.
Office of Risk and Insurance Management	<u>MM 03-16: Reporting Work Related Fatalities and Serious Injuries</u>	Informational only. Codified in 2003
Office of State Publishing	<u>MM 02-22: Procuring Printing Services</u>	Outdated. Updated content incorporated into State Administrative Manual, Chapter 2800.