

Certification Requirement - Frequently Asked Questions

1. Is there a particular format for the certification that DGS wants agencies to use?

There is no prescribed format. The certification should be in writing, unless any request for services or contract documents are currently in the possession of DGS; in these cases, the certification may be provided as an attachment to an email.

2. To whom should we send the signed designations?

A certification should accompany documents as they are sent to DGS. If there are already documents here at DGS, then the business area processing the documents should be contacted.

3. Does DGS require a signed designation from the Agency Secretaries or Directors?

No, DGS is not requiring a signed designation document from Agency Secretaries or Directors.

4. Does this requirement include contracts on a Std. 213 and POs on Std. 65?

When a department has to send a contract to DGS for approval or for any procurement activity that DGS undertakes on behalf of a customer department, then the certification must accompany the request.

5. Is the memo referring only to documents that DGS/PD must physically process for us (Purchase Estimates, certain contracts, and legal reviews) that require the Agency Secretary's mission critical certification, or is it also referring to documents (purchase orders, contracts) that we process under our delegated purchasing authority?

This requirement pertains to all documents that are sent to DGS for services, review or approval. Departments conducting purchases under their delegated purchasing, without the involvement of DGS, are not required to obtain a certification. However, departments are encouraged to take appropriate steps to ensure that all procurements are vital and mission critical to their agency or department.

6. If we send in a document (e.g. Non-Competitive Bid Justification or contract amendment) that is zero dollars, do we still need the certification?

It depends upon the nature of the change. If the document is to extend the term of a contract then a certification is required. If the document is for other changes that do not impact the term or the amount to be paid to the

contractor then a certification is not required. For unique situations, please contact the appropriate DGS business area for guidance.