

Purchasing Authority Manual Update

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Q – Will the PAM do away with the SAM section for Procurement?

A – No, it will replace the delegation guidelines. There will be links in the PAM to the SAM. SAM is the policy document.

Q – Will people coming to the forum get the notification of the broadcast email?

A – Purchasing authority information is distributed electronically. Departments are cautioned that if they do not provide an e-mail address for their Procurement and Contracting Officer (PCO) and/or Purchasing Authority Contact (PAC), they will not receive information necessary to properly maintain their purchasing authority. It is the department's responsibility to provide PAMS with the appropriate e-mail addresses, to maintain those addresses so that the information distributed reaches the PCO/PAC, and to notify PAMS when PCO/PAC contact information changes.

Q – As a new non-authorized department, will the PAM have a new application in it?

A – Yes, there is a new application that will give you all the parameters and the information you need to apply for purchasing authority.

Q – How long will it take for new renewal authority to be granted?

A – Purchasing authority renewal reminder courtesy memos, previously sent to departments approximately 90 days prior to expiration of the department's purchasing authority, will no longer be sent to departments. It is each department's responsibility to be aware of the expiration date of its purchasing authority(ies) and to submit its Application for purchasing authority renewal so that PAMS receives the Application 45-60 days in advance of the purchasing authority expiration. Failure to submit the Purchasing Authority Application on time will result in a lapse of the department's purchasing authority for the length of time it takes the department to submit its Application and for PAMS to review and approve the Applications. See the PAM, Chapter 1, Topic 5.

Q – Is IT Delegation included in PAM?

A – Yes, IT delegation has always been part of the delegation guidelines. IT always had a separate document previously from goods, and yes IT delegation has always included goods and services. PAM brings together these two documents into one, reorganizes the information and includes goods for commodity buys, IT goods and services and all leveraged procurement agreements.

Q – Is there going to be a change to the delegated usage of the LPA's?

A – Every department currently has and will continue to have leveraged procurement agreement (LPA) purchasing authority, non-information technology (IT) and IT, as

granted under Management Memo 03-10 (see page 1, paragraph 2) until the department's next regular purchasing authority renewal. Do not request this authority through the Purchasing Authority Application process prior to your department's regular renewal. However, if your department does not request LPA purchasing authority at its next regular renewal, the department's authority to use the LPA's will terminate. This applies to those purchasing authorities that will expire May 31, 2004, and later. If your purchasing authority will expire March 31, 2004, or April 30, 2004, and you use the Request for Delegated Purchasing Authority, rather than the new Purchasing Authority Application, your department has until its next regular purchasing authority renewal in 2005 to request LPA purchasing authority.

Q – If you have a delegation for goods and services but don't have an IT one can the same delegation officer get an IT delegation? Is it usually the same person who applies?
A – Not necessarily. There may be different people purchasing goods and services versus IT goods. If your department currently does not have IT competitive purchasing authority and is planning on requesting this authority prior to its next regular purchasing authority renewal, the department must apply for all IT purchasing authority that it anticipates requesting, including LPA authority. The department must use the new Purchasing Authority Application.

Until the next regular purchasing authority renewal, departments may continue to purchase incidental and occasional IT goods under its non-IT purchasing authority as previously allowed under the Delegation Guidelines for Goods dated May 2001. This authority will terminate at the department's next regular purchasing authority renewal. The Procurement Division's Purchasing Authority Management Section (PAMS) encourages departments, at the next renewal, to request the minimum \$5,000 IT competitive purchasing authority so that the department may continue to make small IT purchases that are not available on an LPA.

The PAM does not currently address execution of interagency agreements (IAA) for information technology services. This authority is part of a department's approved IT purchasing authority and is granted at the same dollar level as its IT competitive purchasing authority. If the department does not have IT competitive purchasing authority or the IAA will exceed the department's IT competitive purchasing authority dollar level, the department must submit the IT IAA to PD's Technology Acquisitions Section for review and approval. This authority and associated requirements will be added to the PAM in a future revision