



DEPARTMENT OF GENERAL SERVICES

Procurement Division

The Ziggurat • 707 Third Street, Second Floor • PO Box 989052 • West Sacramento, CA 95798-9052 • (916) 375-4420

January 31, 2003

To: All Procurement and Contracting Officers

As the Procurement and Contracting Officer (PCO) for your agency, board, commission, or department, the Department of General Services (DGS), Procurement Division (PD), Purchasing Authority and Quality Assurance (PAQA) Unit, is providing you with this notification that the use of PD contracts (California Multiple Award Schedule Contracts (CMAS), Master Agreements, Statewide Contracts, State Price Schedules, and Western States Contracting Alliance Contracts) is now included under the purchasing authority granted to your agency, board, commission, or department. The use of these contracts may continue unchanged pending further notification. Use of these contracts must comply with Management Memo 02-19, Revision 3.

This announcement is the first step toward full implementation of Recommendation 1 of the Governor's Task Force on Contracting and Procurement Review, established by Executive Order D-55-02. This recommendation states, "DGS shall broaden the scope of the QA (Quality Assurance) program so that any state agency that conducts any state procurement process must do so under authority granted by DGS, including orders placed with contractors holding leveraged procurement instruments established by DGS, such as CMAS and Master Agreements. Absent this authority, DGS must conduct a procurement on behalf of the state agency."

Accordingly, DGS directs that, as your department's Procurement & Contracting Officer, you sign and return the attached statement of commitment to signify your understanding with and commitment to the stated responsibilities. These responsibilities will be implemented in phases and adequate notification for adherence will be provided. Please sign in the space provided and return the attachment no later than **February 20, 2003**, to:

Cheri Shaw
Acquisition Specialist
Purchasing Authority & Quality Assurance
Procurement Division
Department of General Services
707 Third Street, Second Floor South
West Sacramento, CA 95605

If you have any questions, contact Ms. Shaw at (916) 375-4350 or cheri.shaw@dgs.ca.gov.

Very truly yours,

Judy Heringer, Manager
Purchasing Authority and
Quality Assurance Program

JH:jh
cc Delegation Contact

Procurement & Contracting Officer Statement of Commitment
To Implement Recommendation 1 of the
Governor's Task Force on Contracting and Procurement Review Report

I, the Procurement & Contracting Officer for the Department named below, state my understanding and commitment to the following:

- Identification of Procurement and Contracting Staff. The PCO must develop and maintain a list of all departmental staff with authority to execute procurement and contracting transactions. These transactions include competitive bids and awards for goods and services conducted under the department's purchasing authority and all orders placed against PD contracts (CMAS, Master Agreements, Statewide Contracts, State Price Schedules, and WSCA).
- Training and Certification of Procurement and Contracting Staff. Upon announcement by DGS of the availability of procurement-related training classes as required by Task Force Recommendation 8, the PCO will ensure that all staff executing procurement and contracting transactions attend the training and are certified within the announced required timeframes. Training will include beginning, intermediate and advanced instruction on all phases of procurement and contracting, including conducting competitive procurements and the use of PD contracts (CMAS, Master Agreements, Statewide Contracts, State Price Schedules, WSCA). Departmental staff must be trained and certified at the levels appropriate to the department's purchasing authority in order for the department to maintain its approved levels of purchasing authority.
- Purchasing Authority Program. The PCO will be accountable and directly responsible for all procurement activities conducted under the departments purchasing authority (previously referred to as the department's "delegation"), including any purchasing authority held by institutions, centers, associations, etc. within the department. While the department's "delegation" previously granted authority for conducting competitive procurements only, under Task Force Recommendation 1 a department's purchasing authority now encompasses all procurement activities, including orders placed against PD contracts (CMAS, Master Agreements, Statewide Contracts, State Price Schedules, WSCA).
- Purchasing Authority Guidelines. The current Delegation Guidelines, as previously distributed to the departments delegation contact and as published on PD's website, will be revised to include the use of PD contracts (CMAS, Master Agreements, Statewide Contracts, State Price Schedules, WSCA). The PCO will be responsible for ensuring the department's adherence to and compliance with the Delegation Guidelines.
- Purchasing Program Quality Assurance Review. DGS will conduct random audits or compliance reviews of the department's procurement and contracting activities, including non-IT services contracts, in accordance with Task Force Recommendation 5. These random audits and reviews are in addition to the compliance reviews of the department's purchasing program currently conducted by DGS every three years. The PCO will be responsible for ensuring that all departmental transactions, including all orders placed against PD contracts (CMAS, Master Agreements, Statewide Contracts, State Price Schedules, WSCA) are available for review and for the department's response to any audit or review findings.
- Procurement Standards and Purchasing Program Assessment. DGS will develop procurement standards in accordance with Task Force Recommendation 6 and will use these standards as part of an overall assessment of the department's purchasing program. The PCO will be responsible for monitoring the department's progress in meeting and/or exceeding the standards and for the continuous improvement of the department's purchasing program, including the use of PD contracts (CMAS, Master Agreements, Statewide Contracts, State Price Schedules, WSCA).

PCO Signature

Date

PCO Name (Print)

Agency/Board/Commission/Department (Print)