PURCHASING AUTHORITY IS GRANTED FOR PROCUREMENT ACTIVITIES CONDUCTED BY:		
Agency/Department:	Secretary of State	
Purchasing for Secondary Department:	N/A	
Purchasing Authority Effective Date:	February 24, 2016 – No expiration Term.	**Purchasing Authority Number:** SOS-0880
Revised Effective Date:	February 24, 2016, to issue new PAAL and Purchasing Authority number.	

Procurement and Contracting Officer (PCO):	Cindy Hanneman – cindy.hanneman@sos.ca.gov	(916) 653-9314
Non-IT Purchasing Authority Contact (PAC):	Shannon Kauffman – shannon.kauffman@sos.ca.gov	(916) 653-6804
IT Purchasing Authority Contact (IT-PAC):	Shannon Kauffman – shannon.kauffman@sos.ca.gov	(916) 653-6804

Dollar Thresholds Noted Below Shall Be Applied Per Transaction.

	ACQUISITION METHOD	IT	NON-IT GOODS	NON-IT SERVICES
COMPETITIVE				
1	Fair and Reasonable	$ 4,999.99	$ 4,999.99	*Refer to SCM Vol. 1*
2	Formal	$ 0.00	$ 0.00	*Refer to SCM Vol. 1*
3	Informal	$ 500,000.00	$ 50,000.00	*N/A*
4	SB Option	$ 249,999.99	$ 249,999.99	*Refer to SCM Vol. 1*
5	DVBE Option			*Refer to SCM Vol. 1*
NON-COMPETITIVELY BID (NCB) (Contracts as a result of an approved NCB/Special Category Request (SCR) Justification or exempt from competition by law or policy)				
6	*NCB Contract (as a result of an approved NCB or SCR Justification)*	$ 500,000.00	$ 50,000.00	*Refer to SCM Vol. 1*
Exempt by Law:				
7	Community Based Rehabilitation Program	*Unlimited*	*Unlimited*	*Refer to SCM Vol. 1*
8	Emergency Contracts	*Unlimited*	*Unlimited*	*Refer to SCM Vol. 1*
9	Interagency Agreement (IAA)	$ 500,000.00	*N/A*	*Refer to SCM Vol. 1*
10	IT IAA with Department of Technology (Data Center Services)	*Unlimited*	*N/A*	*N/A*
11	Prison Industry Authority (PIA)	*N/A*	*Unlimited*	*Refer to SCM Vol. 1*
Exempt by Policy:				
12	Emergency Contract (non-natural disaster)	$ 25,000.00	$ 25,000.00	*N/A*
13	New/Existing Proprietary Software, Proprietary Maintenance, Proprietary Subscriptions/Publications	$ 500,000.00	$ 50,000.00	*Refer to SCM Vol. 1*
LEVERAGED PROCUREMENT AGREEMENTS (requiring further competition within the category (i.e. obtaining offers, etc.) – refer to individual LPA user instructions)				
14	1122 Procurement Program (GSA Component)	*N/A*	$ 0.00	*N/A*
15	CMAS	$ 500,000.00	$ 100,000.00	$ 250,000.00*
16	Cooperative Agreements	*as noted in user instructions*	*as noted in user instructions*	*as noted in user instructions*
17	Master Agreements	$ 1,500,000.00	$ 500,000.00	$ 500,000.00
18	Software Licensing Program	$ 2,000,000.00	*N/A*	*N/A*
19	State Price Schedules	$ 25,000.00	$ 25,000.00	*N/A*
LEVERAGED PROCUREMENT AGREEMENTS (no further competition required – refer to individual LPA user instructions)				
20	Cooperative Agreements	*as noted in user instructions*	*as noted in user instructions*	*as noted in user instructions*

21	Master Agreements	*as noted in user instructions*	*as noted in user instructions*	*as noted in user instructions*
22	Statewide Contract Orders	*Unlimited*	*Unlimited*	*N/A*

PRE-PROCUREMENT REQUIREMENT	IT	NON-IT GOODS	NON-IT SERVICES
Justifications			
Non-Competitively Bid (NCB) Justification	*Current Policy – may not exceed* $25,000.00		*Refer to SCM Vol. 1*
Limited To Brand (LTB) Justification			*N/A*

* CMAS Non-IT Services orders above $50,000 must be approved by the Department of General Services, Procurement Division prior to award (State Contract Manual (SCM) Vol. 2, Chapter 6)

☐ Transactions Exempt from Purchasing Authority (list the applicable law or Executive Order and a brief description):

☐ Additional Comments:

Approved:

Nick DeAngelis , *Purchasing Authority Specialist*
nick.deangelis@dgs.ca.gov (916) 375-4631

2/24/16
Date