

Introduction

Overview

Welcome Welcome to the Purchasing Authority Manual (PAM) issued by the Department of General Services, Procurement Division (DGS/PD), Purchasing Authority Management Section (PAMS). The PAM is Volume II of the State Contracting Manual.

Purpose The PAM provides Procurement & Contracting Officers (PCO) and procurement staff (exclusive of DGS/PD procurement staff) with the requirements for obtaining and maintaining delegated purchasing authority. It is the necessary resource to ensure the application of consistent and sound business practices in State purchasing.

It is also a demonstration of DGS/PD's ongoing commitment to increasing communication with those involved in State procurement.

Scope of manual The PAM contains purchasing authority requirements, including statutes, regulations, policies, procedures and best practices applicable to the acquisition of non-information technology (non-IT) goods and information technology (IT) goods and services. Also included is how departments may apply for purchasing authority, maintain compliance with the purchasing authority program and the 'how's and why's' of competitive bidding, non-competitive contracting and leveraged procurement agreements (LPA).

"Department", for the purpose of this manual and delegated purchasing authority, refers to any entity of the executive branch of California government including, but not limited to, agency, department, board, commission, office, association or institution.

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How to approach the intent of PAM

The PAM represents the minimum requirements for obtaining and maintaining purchasing authority. If a department elects to exceed any of the minimum requirements of what is documented in the PAM, then the expectation is that those additional departmental requirements will be documented within the department's purchasing authority policies and procedures.

Additionally, the PAM was written from the perspective that the department's procurement office is the main repository of all documentation impacting its purchasing activities. If that is not true of your department, again, this is expected to be documented within the department's procurement policies and procedures.

PAM chapter listings

Each chapter of the PAM has a table of contents unique to the individual chapter. The information below provides the reader with an overview of the manual by chapter:

Chapter 1 - Purchasing Authority

Chapter 2 - Procurement Planning

Chapter 3 - Socioeconomic and Environmental Programs

Chapter 4 – Competitive Solicitations

Chapter 5 - Non Competitively Bid (NCB) Contracts

Chapter 6 – Leveraged Procurement Agreements

Chapter 7 - Protest and Post Award Disputes

Chapter 8 - Purchase Documents

Chapter 9 - Disbursements, Invoice Payment, Finance and Payment Programs

Chapter 10 - Receiving, Inspection, Acceptance Testing and Acceptance or Rejection

Chapter 11 - Contract Administration

Chapter 12 - Reporting Requirements

Chapter 13 - Purchasing Authority Application

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Guide to PAM usage The table provided below is a guide for interpreting the purchasing requirements presented in PAM.

In reference to	Requirements	Limited Discretion	Full Discretion
Words	“Must”, “shall”, “mandatory” or “required”	“should”	“may”, “guidelines”, “recommended practices” or “examples”
Source	Statutes, regulations, state policies, DGS/PD policies	DGS/PD policies related to requirements or considered to be good business practices	Policies, procedures and guidelines presented as helpful aids
Compliance	Must be followed unless exempt by law or granted exemption by DGS/PD	Need to be followed unless the department has a good business reason for variance	Optional
Documentation	Documentation required	Brief notation in file documentation sufficient	None required
Consequence for non-compliance	Result in violation of law and/or negative impact to purchasing authority, either in reduction or termination of authority	Noncompliance may affect compliance with a requirement or the advisability of the purchase; DGS/PD may question and request documentation	None

Availability of the manual

The PAM and any updates to the manual will be made available via electronic mail (e-mail) broadcasting to department prime contacts whose purchasing authority application has been reviewed and approved by PAMS.

PAM is available at www.pd.dgs.ca.gov. Click once on “Delegations” under the Featured Link column located on the right side of the web page.

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Revisions to PAM

Revisions to the PAM will be made and released to department prime contacts on a quarterly basis.

Statutory, regulatory, policy and procedural requirements

In addition to PAM, departments granted purchasing authority are required to adhere to applicable provisions of State law, including, but not limited to:

- Public Contract Code
- Government Code
- Military and Veterans Code
- Labor Code
- Revenue and Taxation Code
- Food and Agriculture Code

Departments granted purchasing authority are also required to adhere to applicable procurement-related regulations contained in the California Code of Regulations.

The following manuals also provide procurement-related policies and procedures and should be referenced as applicable:

Manual title	Manual provides
State Administrative Manual (SAM) Click here to access SAM	Statewide management policies
Statewide Information Management Manual (SIMM) Click here to access SIMM	Instruction and guidelines, samples and model forms, and certification and transmittal letters related to IT policy.
State Telecommunications Management Manual (STMM) Click here to access STMM	Guidelines, directives, procedures and service information to assist departments with telecommunications management.
State Contracting Manual (SCM), Vol. 1 Click here to access SCM, Vol. 1	Policies, procedures and guidelines related to the state's contracting process for non-IT services including consultant service contracts and interagency agreements. Also includes information relating to public works, architectural & engineering and legal services contracting.

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Additional reference material

The following DGS/PD publications are provided as reference summaries of State and federal statutes and State regulations relevant to State procurement practices:

[Click](#) here to access the Excerpts of California Codes Relating to State Acquisitions.

[Click](#) here to access the Summary of Statutory and Policy Requirements for State Contracts.

[Click](#) here to find California Codes.

[Click](#) here to find California Code of Regulations.

[Click](#) here to access the California Acquisition Glossary.

[Click](#) here to access the PAM List of Acronyms.

Resource directory

DGS/PD has compiled a resource directory providing phone numbers and Internet sites associated with procurement activities.

[Click](#) here to access the Procurement Related Resources Directory.
