



MEMORANDUM

Date: June 7, 2002

To: All Goods "Base" Delegation Holders
All Departmental Purchasing Staff

From: Delegation Resources Program, Acquisitions Section
Procurement Division, Department of General Services
707 Third Street, Second Floor South, West Sacramento, CA 95605

Subject: Executive Order D-55-02 Impact on Goods "Base" Delegated Purchasing Authority

Executive Order D-55-02 (EO), issued on May 20, 2002, addresses competitive bidding and has placed certain limitations on the use of multiple award-type contracts.

This memo reminds departments of their specific delegated purchasing authority and/or relates the impact on your department's delegated purchasing authority of specific conditions contained in the EO and related Management Memo, 02-12 (MM). For the Goods "Base" Delegated Purchasing Authority, the following are the impacts of the EO and MM on any unapproved or unawarded contract. These policies must be implemented immediately.

All non-competitively bid (sole source) transactions must be approved by the department's agency secretary or immediate next ranking official, as defined by the MM. This approval authority may not be delegated.

All non-competitively bid (sole source) transactions must be fully justified, as required by the EO and MM, utilizing the attached "Non-Competitive Bid Contract Justification". This justification document replaces Attachment 11 to the Delegation Guidelines for Goods, issued May 14, 2001.

Watch for revisions to this memo and to the Delegation Guidelines issued on May 14, 2001 for status changes regarding these and other issues.

If your department has multiple delegations, refer to the specific memo issued by the Delegation Resources Program for that specific type of delegation. If your department has questions regarding its delegated purchasing authority, please call Delegation Resources Program staff for assistance.

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Attachment