



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)
Small Business Advocates
DGS Small Business Council Members
DVBE Council Members**

RE: Office Supplies Contract # 1S-06-75-55, Expired May 31, 2009

This broadcast reminds State departments that the Office Supplies contract has expired. Effective June 1, 2009, departments must use appropriate purchasing vehicles available under their delegated purchasing authority (e.g., competitive solicitations, the SB/DVBE Option, fair and reasonable pricing determination, etc.) to purchase office supplies. DGS/PD suggests using the SB/DVBE Option. To find a certified California SB/DVBE business, including any that were a part of the previous Office Supplies contract, go to:

<http://www.eprocure.dgs.ca.gov/default.htm>

A new office supplies contract is not expected to be awarded until mid-January 2010. Departments should ensure that references to the expired Office Supplies Contract do not appear within the purchase order or invoice documentation. In addition, user profiles should be validated with whom a department purchases office supplies to ensure that the correct purchasing delegation authority provided by DGS is reflected correctly. Delegation authority may be found at:

<http://www.pd.dgs.ca.gov/deleg/delegpurch.htm>

State departments are required to follow appropriate purchasing guidelines (State Administrative Manual, Purchasing Authority Manual, Prison Industry Authority (PIA) guidelines, the use of mandatory statewide contracts and appropriate statutes) when purchasing their office supply needs. The following links will provide additional information regarding the above mentioned sources:

- State Administrative Manual (<http://sam.dgs.ca.gov/default.htm>)
- Purchasing Authority Manual (<http://www.pd.dgs.ca.gov/deleg/pamannual.htm>)
- Prison Industry Authority (PIA) (<http://www.pia.ca.gov/>)
- DGS/PD contracts/Leverage Procurement Agreements (<http://www.pd.dgs.ca.gov/contracts/default.htm>)

If you have any questions regarding this notification, please contact:

Hiroko Kurosawa
(916) 375-4382
Hiroko.Kurosawa@dgs.ca.gov