



**Department of General Services
Procurement Division**

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

RE: Department Survey for Transit Voucher Services Master Service Agreement

The Department of General Services, Procurement Division (DGS/PD) is researching the possibility of establishing a Transit Voucher Services Master Service Agreement (MSA). The attached survey was developed to help DGS/PD determine the need for an MSA.

Currently, California State employees who commute to work using mass transit are eligible for a Commute Program Benefit which covers up to 75% of the cost of transportation passes, in most cases. Each department administers its own internal Commute Program Benefit Program. DGS/PD would like to assess the need for a streamlined process which all departments could use.

The DGS/PD requests that PACs and PCOs distribute this brief survey to the appropriate departmental subject matter experts who can provide comments and/or suggestions. Please click on the link below to access the survey.

<http://www.documents.dgs.ca.gov/pd/masters/transitvouchers/Survey11.2011.doc>

Please e-mail your completed survey by close of business on December 2, 2011 to Elaine.Hall.dgs.ca.gov

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

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