



**SECTION 4: Purchasing Authority Increase Request (PAIR)**

**JUSTIFICATION & INSTRUCTIONS**

**General Increase** - Please provide the following information:

1. Explain the business need for the increase.
2. Include a list of procurements that will be conducted under the increased amount.
3. Briefly describe what organizational changes have been put in place, which support the requested increase.
  - a. Desk Manual (Desk Procedure Manual)
  - b. Training, experience, and classification of staff
  - c. Additional staff
  - d. Internal approvals
  - e. Other
4. Does your department have in-house counsel trained in contract law that will review and approve contracts? Please explain and provide the department's policy and process for obtaining in-house counsel review and approval.
5. Does your department have an internal process for self-audit or assessment? If so, please explain and provide the department's policy and process.
6. For 1122, attach approval letter from CalOES.

**Transaction-Based Increase** - Please provide the following information:

1. What is the justification for contracting out (GC 19130); why can't the services be performed by civil service employees? For IT acquisitions, has the state agency contacted CalTech to see if CalTech offers the services and is available to provide them?
2. Is the contract related to a reportable IT project?
3. Is the project's Risk/Criticality rating (low-medium-high)?
4. Why does the procurement method (i.e. CMAS) make good business sense as opposed to other methods such as conducting the procurement in the open market (competitive)?
5. Does the proposed contract meet a distinct need for a specific product or service and is the statement of work self-contained, designed to meet a particular specified state need?
6. Is the contract mission critical with a phased implementation approach?
7. Did the approved FSR permit the use of the requested acquisition method/approach (i.e. CMAS)?
8. The degree of shopping should be commensurate with the dollar value of the acquisition. Please explain the supplier pool applicable to this acquisition and attach a list of the suppliers that will receive the solicitation.
9. Explain the proficiency of staff that will be conducting the acquisition. What experience and training has equipped staff to conduct this acquisition at this dollar value and under the requested procurement method?
10. Please attach a copy of the solicitation (i.e. RFO) and the Evaluation and Selection Criteria.
11. Please attach any pre-procurement approvals required for the acquisition.
12. Please attach a Mission Critical Statement.

***Note: The material submitted will be used by the Department of General Services to help determine the appropriate level of delegated purchasing authority. Additional information may be requested by the DGS/PD PAMS.***

**DGS USE ONLY – \*\*\*ADDITIONAL INFORMATION\*\*\***