

# LIMITED COMPETITION ROUTE SHEET

GSPD-09-003 (Revised 11/09)

**NCB #**

**REQUEST INFORMATION:**

<b>Department:</b> _____	<b>Recommendation:</b> _____
<b>Contractor:</b> _____	<b>Contract Type:</b> _____
<b>This Request Amount:</b> _____	<b>Amendment #:</b> _____
<b>Total Contract Amount:</b> _____	<b>PD Received Date:</b> _____
<b>Contract Period:</b> _____	<b>DGS Analyst:</b> _____

**APPROVALS:** *Sign and date this route sheet where indicated. Forward to Section Database Contact listed below.*

By signing this form, I declare that I have no direct or indirect investments, real property, or interest in any company, business, entity, or organization that may involve this project or contract.

ROUTING LOCATIONS	SIGNATURE LEVELS
Department of General Services (DGS) Procurement Division (PD) Section Analyst – (916)	\$100,000 - \$250,000; See ACA <input type="checkbox"/> Agree <input type="checkbox"/> Disagree _____ Signature <span style="float: right;">Date</span>
DGS – PD * Attn: Unit Supervisor – (916)	Up to \$300,000 <input type="checkbox"/> Agree <input type="checkbox"/> Disagree _____ Signature <span style="float: right;">Date</span>
DGS – PD * Attn: Section Manager – (916)	Up to \$500,000 <input type="checkbox"/> Agree <input type="checkbox"/> Disagree _____ Signature <span style="float: right;">Date</span>
DGS – Office of Legal Services (OLS) * Attn: Teresa Sousa (916) 376-5091	All non-IT services and IT > \$250,000 <input type="checkbox"/> Agree <input type="checkbox"/> Disagree _____ Signature <span style="float: right;">Date</span>
DGS – PD * Attn: Branch Manager – (916)	Up to \$750,000 <input type="checkbox"/> Agree <input type="checkbox"/> Disagree _____ Signature <span style="float: right;">Date</span>
DGS – PD * Attn: Deputy Director – Jim Butler (916) 375-4417	Up to \$5,000,000 <input type="checkbox"/> Agree <input type="checkbox"/> Disagree _____ Signature <span style="float: right;">Date</span>
DGS – Executive Office * Attn: Acting Director – Ronald L. Diedrich (916) 375-5012	All > \$5,000,000 <input type="checkbox"/> Agree <input type="checkbox"/> Disagree _____ Signature <span style="float: right;">Date</span>
DGS – PD ** Attn: Section Database Contact – (916) 375-	<b>Update Limited Competition Database and route as necessary.</b>

A minimum of one and a maximum of three approvals (excluding OLS) are required for each LCB. If the authority required is greater than the analyst and supervisor, only one (excluding OLS) other signature is required. In that case, the analyst, supervisor and highest approval level required for that dollar amount must approve. Cross out all other approvers (except OLS when their approval is required).

The specific analyst's authority is determined by the ACA. The latest ACA (Acquisitions Commitment Authority) can be found in an OPPL Update at:

<http://pd.dgs.ca.gov/poliproc/ppo-updates.htm>.

\* Route through Section Database Contact for status updating.