

**SAM – INFORMATION TECHNOLOGY**  
**General Procurement Procedures: Procurement of Goods and Services**

**RESPONSIBILITIES AND AUTHORITY**

**5200.5**

(Revised 1/2016)

The Department of Finance ([Finance](#)) is responsible for review and approval of funding related to IT project proposals.

The Department of General Services (DGS) has statutory authority in the determination of IT Procurement Policy and Procedures and responsibility for the acquisition of all IT goods and services not associated with reportable IT projects (over the DGS Delegated Purchasing Authority), unless otherwise specified by the California Department of Technology. The DGS is responsible for approval of the acquisition methods used and the establishment and interpretation of related procedures. The Procurement Division (PD) was established within the DGS to provide oversight, guidance, and direction to departments in all aspects of IT procurements that are not associated with reportable IT projects (over the DGS Delegated Purchasing Authority).

The DGS also has statutory authority to delegate IT purchasing authority to those departments demonstrating the capability to make purchases that adhere to State statutes, regulations, policies, and procedures. This program is described in [SCM Volume 3](#).

The California Department of Technology ([Department of Technology](#)) has statutory authority to establish and enforce IT policies. The Department of Technology's authority extends to the acquisition of project-related IT procurements related to reportable (non-delegated) projects. The Statewide Technology Procurement Division (STPD) was established within the Department of Technology to provide oversight, guidance, and direction to departments in all aspects of reportable IT project procurements. Departments must obtain required approval as appropriate before an IT procurement cycle commences.

Pursuant to Public Contract Code section [12104\(a\)](#), the DGS/PD has established the State Contracting Manual ([SCM](#)), Volume 3. [SCM Volume 3](#) contains IT acquisition policies, procedures, and methods and is available on the Internet at <http://www.dgs.ca.gov/pd/Resources/publications/SCM3.aspx>. The DGS/PD, Office of Policies, Procedures and Legislation ([OPPL](#)), is the entity responsible for the development, implementation, and maintenance of [SCM Volume 3](#).

***For additional information regarding requirements for reporting the purchase of goods and services, see Management Memo [MM15-02](#).***