



Department of General Services

Procurement Division

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: Acquisitions Related to Reasonable Accommodations for State Employees

This Broadcast Bulletin (BB) announces the release of new policy and procedures in the State Contracting Manual (SCM) specific to acquisitions related to reasonable accommodations for state employees. The new policy and procedures are effective January 2, 2019 and must be fully implemented on or before July 1, 2019.

The DGS, in collaboration with the California Human Resources Department (Cal-HR), Department of Rehabilitation (DOR), and the California Prison Industry Authority (CalPIA) is providing specialized guidance for acquisitions related to reasonable accommodations for state employees in order to expedite the delivery of goods and services to state employees requiring a reasonable accommodation. The new policy and procedures include the following:

1. Each state agency must designate a reasonable accommodation procurement coordinator. Roles and responsibilities are found in the SCM update.
2. State agencies must begin tracking and identifying acquisitions related to reasonable accommodations in FI\$Cal. A new sub-acquisition type has been added in order to identify acquisitions related to reasonable accommodations.
3. State agencies must implement internal procurement procedures that explain how acquisitions related to reasonable accommodations are expedited, tracked, entered into FI\$Cal, and overseen by the designated reasonable accommodation procurement coordinator.
4. State agencies do not need to verify surplus property when making a purchase related to reasonable accommodations. Specific file notation is required, see SCM update.
5. State agencies must first consider CalPIA products and services but will no longer need to seek a CalPIA waiver before purchasing in the open market if the items are not provided by CalPIA. Special rules apply; see the SCM update.

6. State agencies are encouraged to use DOR's Assistive Technology, Services, and Devices (Cal-ATSD) Supplier Directory to locate suppliers that provide goods and services for acquisitions related to reasonable accommodations. The Cal-ATSD Supplier Directory is located on the DOR's webpage at:

- www.dor.ca.gov.

State agencies must implement changes identified in the SCM update before July 1, 2019.

DGS, CalHR, DOR, and CalPIA will provide training for designated reasonable accommodation procurement coordinators on January 29, 2019 (SAVE THE DATE). A separate BB will be sent with details about this event.

The following links contain the revisions, and can be viewed by clicking the respective volume headers:

SCM, Volume 2

- [Chapter 2 – Procurement Planning](#)

SCM, Volume 3

- [Chapter 2 – Procurement Planning](#)

SCM, Volume F

- [Chapter 1 – Purchasing Authority](#)
- [Chapter 2 – Procurement Planning](#)

Click the corresponding links above to view the live version of the SCM chapters. Once in the document, use the "Ctrl + F" function and search "12/18" to find a link of the redlined version.

For information about pre-procurement reasonable accommodation requirements, please visit CalHR's website at:

- www.CalHR.ca.gov.

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

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