**STATE FINANCIAL MARKETPLACE**

**COMPLIANCE Certification FORM & AGREEMENT**

# **GS $Mart and Lease $Mart**

**Department Name:**

**Lead Analyst Name and Phone Number:**

**Project Title:**

**Purchase Order Number and/or Projected Issue Date:**

**Approximate Contract Dollar Amount (Do not include finance charges):**

**Current Interest Rate:**

**Approximate Finance or Lease Charges:**

I hereby certify the following:

1. I am the Department Director or designee and have a full understanding that once these assets or this project is financed, there is no termination of this financing contract and any failure to timely repay this obligation could have a significant adverse impact on the State of California’s credit rating and its cost of future borrowing;
2. In coordination with the State Financial Marketplace, this department shall, to the extent permitted by state law, comply with the applicable federal income tax law requirements to establish and maintain federal tax-exemption of interest payable under this financing contract.
3. [ ]  This is a delegated procurement and is within this department’s delegation, delegation #     ; or, [ ]  the Procurement Division of DGS has conducted this procurement;
4. The purchase described herein is either [ ]  an information technology purchase which was conducted in compliance with the relevant delegations, statutes, policies and procedures for information technology (e.g. PCC Section 12100 et seq., SAM Section 5200, etc.); [ ]  or a commodity purchase conducted in compliance with the relevant delegations, statutes, policies and procedures for commodities (e.g. PCC Section 10300 et seq., SAM Section 3500, etc.)
5. The Purchase Order/Contract service items being financed must be paid for by the department in the fiscal year in which those services are being rendered to the state; they cannot be prepaid.
6. Any new or enhanced information technology capabilities are consistent with project justification approved by the appropriate control agencies, which would include, but is not limited to, the Feasibility Study Report (FSR), a Budget Change Proposal (BCP) and any approval letter from an appropriate control agency;
7. Please identify by name the procurement vehicle, solicitation or NCB number, and attach supporting documentation; if solicitation was conducted in FI$Cal, please provide Event ID #:

The matters described herein are in compliance with the criteria and procedures identified in the State Contracting Manual, Volumes 1, 2 and 3. Supporting documentation, which includes but is not limited to the evaluation and selection document, the procurement summary, the ITPP, the purchase estimate, and any exemption request and approval is attached;

1. This procurement used the current approved version of the Terms and Conditions or General Provisions for the above referenced procurement vehicle, and the standard GS $Mart or Lease $Mart terms and conditions. Any variations must be previously approved by DGS. Supporting documentation, which identifies any changes to the standard language and DGS approval, is attached;
2. This purchase order and/or agreement has been duly authorized, executed and delivered by the State acting through its duly qualified elected or appointed officers or agents in accordance with its contract type; and
3. I certify that this purchase is vital and mission critical for this agency or department.
4. The foregoing statements are true to the best of my knowledge and belief.

Certified by (Department Director or Designee Signature):

Print Name:       Title:       Date:

I understand that the State’s selected Lender is not required to submit invoices per the Prompt Payment Act (GC§ 927 et seq.) because the payment due dates are included on the payment schedule that becomes part of the contract.

I understand and certify that this is a       year financing arrangement and that approximately $      per fiscal year will be required to be set aside out of this department’s budget over the next       fiscal years to complete this financing obligation.

Are there Federal Funds allocated for repayment of this loan? [ ] Yes [ ] No

Fund Source(s):       Budget Line Item(s):

Certified by (signature) and date:

Print Name:       Title:

Phone Number:       Email:

Mailing Address:

Financing transactions will be approved by the State Financial Marketplace Manager, financings between $500,000 and $999,999 will be reviewed by the Deputy Director of the Procurement Division, and all financing transactions over $1,000,000 must be reviewed by the Director of the Department of General Services.

Department of General Services [ ]  Approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberley Hettrick, State Financial Marketplace Manager, Procurement Division, Department of General Services Date

**Department of General Services** **[ ]  Reviewed/Acknowledged**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela Shell, Deputy Director, Department of General Services Date

Director, Department of General Services [ ]  Reviewed/Acknowledged

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ana Lasso, Director, Department of General Services Date

****

**GS $Mart Appropriation Information**

**Purpose:**

Per Government Code Section 14930 et seq., the Department of General Services (DGS) requires the following appropriation information so that the State Controller’s Office (SCO) can transfer the necessary funding into DGS’ Special Deposit Fund so that DGS can make GS $Mart loan payments on behalf of GS $Mart customer departments. Important: Customer departments are not to make any direct payments on invoices received from suppliers, lenders, or agencies that are intended to be paid out from DGS Special Deposit Fund or lender escrow account. This may result in double payment. Any invoices received must be forwarded to GS $Mart staff for payment.

**NOTE:** All information must be verified and approved by a department’s budget officer.

\*Required Items

**\*Date:**

**\*Department:**

**\*Agreement Number:**

**\*Project Title:**

**Appropriation Information:**

| **\*Agency (4-digits)** | **\*Reference****(3-digits)** | **\*Fund (4 digits) and Sub Acct (3 digits)** | **\*Fund %** |
| --- | --- | --- | --- |
|       |  |  |  |
|  |       |       |       |

**\*Category (2 digits):**

**\*Fiscal Year:**

**\*Program (2 digits):**

**\*Element (2 digits):**

**Component (2 digits):**

**Task (3 digits):**

**Certification and Approval:**

**Authorized Name (print or type):**

**Title:**

**Authorized Signature and Date:**

**Budget Officer Name (print or type):**

**Telephone Number:**

**Budget Officer Signature and Date:**