



**Department of General Services
Procurement Division**

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

RE: Certification Renewal Process

In response to concerns received by the Department of General Services (DGS) Procurement Division (PD), we have reviewed the effect of implementation of new legislation requirements on the certification renewal process. Of particular concern is renewal certification delays attributed to the requirement for performance of a commercially useful function in State contracts that include certified small businesses and certified disabled veteran business enterprises. As a result of its review, the PD has determined that short-term extensions of certification, while certification renewal eligibility review is completed, are appropriate. This will replace the use of a "pending" status on certification renewals during the review process.

We look forward to working with the DVBE community as we continue to improve our processes. The contributions by certified DVBEs to the State's ability to obtain goods and services critical to its delivery of programs to Californians is valued and appreciated.

Every effort will be taken to process applications as expeditiously as possible. Thank you for your cooperation as we continue our efforts.

Sincerely,

(original signature on file)

Rita Hamilton, Deputy Director
Procurement Division
Department of General Services