



**Department of General Services
Procurement Division**

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

RE: Responses to Information Technology Vendors' Inquiries

Information Technology Hardware-Personal Computing and Information Technology Hardware-Enterprise are two categories of goods currently being sourced through the California Strategic Sourcing Initiative (CSSI). Several requests for information and other communications have been sent to IT vendors and State departments. As a result, vendors are understandably interested in learning as much as they can about the State's IT sourcing efforts.

Since you are in a position to place or approve purchases and have relationships with incumbents, IT vendors may contact you seeking information. If an existing or potential new vendor does contact you or your staff, please do not respond to their inquiries. Instead direct them to:

The CSSI at:

- <https://www.documents.dgs.ca.gov/pd/strategic/cssifaqlib/supplier/supplierfaqsummary2005-05-03.pdf>

The CSSI Help Desk at:

(866) 885-8344.

The CSSI team has developed a list of IT vendor frequently asked questions that the Help Desk will have on hand to field questions.

Please distribute this broadcast to any of your staff who may be contacted. We appreciate your cooperation in this effort as we are making every effort to ensure that appropriate, consistent and accurate information reaches our vendors.