



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: November 9, 2006

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

**RE: Change in DGS Review and Approval Process for CMAS Non-IT Services
Orders exceeding \$50,000.00**

Effective immediately, departments executing CMAS non-IT services orders with a dollar value of \$50,000.01 to \$250,000.00 must submit the following documentation to the Department of General Services (DGS), Procurement Division (PD), Multiple Award Program Section, CMAS Unit, for review and approval prior to executing the order:

- Completed Summary Agreement (STD.215)
- Completed purchase document (STD.65)
- Any attachments to the purchase document (e.g. Statement of Work)
- Complete copy of the proposed contractor's CMAS contract
- Assessment and Selection document
- Copies of all supplier responses to the RFO
- Copy of the RFO and any addenda

The CMAS order package as described above must be submitted:

By IMS to:

Z-1
DGS/Procurement Division
Attn: CMAS Unit – Non-IT Services
707 Third Street, Second Floor South
West Sacramento, CA 95605

By Mail to:

DGS/Procurement Division
Attn: CMAS Unit – Non-IT Services
707 Third Street, Second Floor South
West Sacramento, CA 95605

Hand Delivered to:

DGS/Procurement Division
Attn: CMAS Unit – Non-IT Services
707 Third Street, Second Floor South
West Sacramento, CA 95605

Previously, this review and approval process was conducted by the DGS/PD Technology Acquisitions Section (TAS). The Purchasing Authority Manual (PAM) will update this change to Chapter 6, Section A, Topic 1 Infoblock 6. A1.2 and Section B, Topic 2, Infoblock 6. B2.6 during the next revision cycle.

Questions or concerns regarding this notification should be addressed to:

PAMS@dgs.ca.gov.