

**Department of General Services
Procurement Division**

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

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BROADCAST BULLETIN

TO:

Procurement and Contracting Officers (PCO)
Purchasing Authority Contacts (PAC)

SUBJECT:

Procurement Certifications -- Extension of Budget Letter 20-11 Expenditure Reductions

Purpose The purpose of this Broadcast Bulletin is to communicate expectations related to Budget Letter (BL) 20-30 and the extension of BL 20-11 regarding Current Year Expenditure Reductions issued by the Department of Finance (DOF).

Policy Effective immediately, State agencies must provide the following certification in writing and signed (electronic signatures are encouraged) by the Agency's Secretary or Department's Director, or their designees for all acquisitions, contracts, and contract amendments requiring Department of General Services work, review, and/or approval:

"I certify that this purchase complies with Budget Letter 20-11

Name – Title – Date"

For requests currently in the possession of DGS, this certification may be provided via email.

State agencies must document procurement files with this certification for acquisitions conducted under procurement authority granted by the Procurement Division's Purchasing Authority Unit (PAU).

Background BL 20-11 outlined additional measures that all agencies and departments under the direct executive authority of the Governor must take immediately to reduce current year expenditures regardless of funding source. BL 20-30 sets forth the Department of Finance's policy guidelines for the 2021-22 Governor's Budget. BL 20-30 specifies that BL 20-11 remains in effect.

Questions Purchasing Authority Unit, Procurement Division
PAMS@dgs.ca.gov