



**Department of General Services
Procurement Division**

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

Broadcast Date: July 21, 2025

Bulletin #: P-05-25

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

**RE: Acquisitions Related to Reasonable Accommodations for State Employees –
Procurement Policy Reminder**

Purpose	This broadcast bulletin serves to remind state procurement professionals of helpful information and applicable requirements when purchasing goods and services related to reasonable accommodations for state employees.
---------	--

Policy	Highlighted below are requirements from the State Contracting Manual (SCM) Volume 2, Chapter 7, Reasonable Accommodations, along with helpful resources:
--------	--

1. Where to find goods and services:

- California Prison Industry (CalPIA) is a mandatory source offering an expeditious purchasing process for commonly purchased products and services. CalPIA's catalog is found at the [CalPIA Store](#).
- The Department of General Services (DGS) offers streamlined purchasing for commonly purchased goods and services through mandatory and optional Leveraged Procurement Agreements (LPAs). For links to all LPAs programs and contracts visit: [Leveraged Procurement Agreements](#).
- Department of Rehabilitation's (DOR's) Assistive Technology, Services, and Devices (Cal-ATSD) Supplier Directory offers a central location to easily find suppliers that provide specialized goods and services. The [Cal-ATSD Supplier Directory](#) is located on DOR's webpage: www.dor.ca.gov

- The [California Small Business and Disabled Veteran Business Enterprise Supplier Directory](#) (SB/DVBE) is an excellent resource to find goods and services to meet specialized requests.

2. Procurement process exceptions unique to these purchases:

- When purchasing goods, skip the step requiring verification of surplus property (SCM Volume 2, Section 703).
- A waiver is not required from CalPIA upon determination that CalPIA does not offer the required product or services (SCM Volume 2, Section 704).

3. Dollar thresholds and acquisition methods:

- Unlimited dollar threshold when purchasing from CalPIA and certain DGS LPAs.
- When purchasing from DOR's Cal-ATSD and DGS' SB/DVBE supplier directories, choose the acquisition method that meets the need. Most purchases are accomplished without competition or advertising using the Fair & Reasonable Acquisition Method up to \$10,000 and the SB/DVBE Option up to \$250,000.

4. Designate a Reasonable Accommodation Procurement Coordinator. Roles and responsibilities are found in SCM Volume 2, Section 205.

5. Expedited delivery and track requests by:

- Initiating the procurement process within seven business days of receipt of the purchase request (SCM Volume 2, Section 702).
- Requesting expedited delivery from vendors.
- Checking with multiple vendors to ensure expedited delivery is possible. Then, as permissible by the appropriate acquisition method, consider making the purchase with the vendor offering the best delivery time.

6. Identify these acquisitions in FI\$Cal by selecting the "Reasonable Accommodation (State Employee)" sub-acquisition type in the system (SCM Volume 2, Section 701).

7. Implement internal procurement procedures that explain how acquisitions related to reasonable accommodations are expedited, tracked, entered into FI\$Cal, and overseen by the designated Reasonable Accommodation Procurement Coordinator (SCM Volume 2, Section 700).
8. DGS will monitor compliance (SCM Volume 2, Section 707).

Background	On December 21, 2018, DGS published Broadcast Bulletin P-17-18 titled “Acquisitions Related to Reasonable Accommodations for State Employees” to provide updated procurement policy and procedures in SCM Volume 2, Chapter 7, Reasonable Accommodations.
Questions	Please email the Statewide Procurement Oversight and Consulting Unit at PAMS@dgs.ca.gov .