

PURCHASING AUTHORITY INCREASE REQUEST (PAIR) - ASSESSMENT TOOL

State Agency: _____

Date : _____

Point of Contact: _____

Purchasing Authority #: _____

Purchasing Authority Change Request (PACR) #: _____

(Approved/Disapproved) by _____

TYPE OF PAIR	#	REQUIREMENT (column 1)	ASSESSMENT CRITERIA (column 2)	PD USE ONLY ASSESS MENT (column 3)	PD USE ONLY DEFICIENCIES (column 4)	PD USE ONLY COMMENTS (column 5)	STATE AGENCY USE - CORRECTIVE ACTION PLAN (column 6)
General Increase	1	State agency completed and submitted the Purchasing Authority Change Request (PACR) (GSPD 14-001) to request a general increase to purchasing authority (PA).	State agency completed the GSPD 14-001 in accordance with SCM 2, 3, or F (Topic 2 - Changes to Purchasing Authority)	Conforms or Deficient			

General Increase	2	State agency shall be accredited by DGS, Purchasing Authority Unit (PAU) or receive a notification letter to begin the accreditation process before submitting a PAIR. Purchasing Authority Accreditation Date: _____ or Purchasing Authority Accreditation Notification Letter Date: _____	State agency shall be accredited or received 60-day notification letter to begin the accreditation process	Conforms or Deficient			
General Increase	3	State agency shall provide a business justification to illustrate why existing PA levels do not meet current business needs for acquiring goods and services. Current PA Tier: _____ Requested PA Tier: _____	State agency provided a business justification that reflects a business need for requested PA. Note: State agency has maintained current PA for more than three years.	Conforms or Deficient			

General Increase	4	Provide a list of all anticipated procurements that will be conducted under the requested PA Tier for the next twelve month period.	State agency provided list of procurements with at least three procurements in the requested PA dollar thresholds.	Conforms or Deficient			
General Increase	5	Provide written a response to describe what organizational changes are in place to support the requested general increase and address each of the following:					
General Increase	5a	The state agency's internal Policy and Procedure Manual was provided to PAU and is updated to include the policies and procedures which are applicable to the acquisition types for the increased dollar thresholds. Also include the state agency's internal approval process for the requested procurement increase.	State agency has current (internal) Policy and Procedure Manual at the requested PA Tier.	Conforms or Deficient			

General Increase	5b	The state agency's procurement staff are CalPCA certified in Basic (BAC), Intermediate, or Advanced through DGS CalPCA training.	State agency staff are trained and meet CalPCA requirements for requested PA Tier.	Conforms or Deficient			
General Increase	5c	The state agency's procurement staff has experience conducting procurement for the acquisition method(s) and at dollar threshold requested. Or DGS has shadowed or provided oversight on two procurements at the requested PA Tier dollar thresholds within the last two years.	State agency staff have demonstrated capability to conduct acquisitions at requested PA Tier.	Conforms or Deficient			
General Increase	5d	Does your state agency have in-house counsel trained in state contract law that will review and approve procurements, contracts and other approval documents (NCB's, SLP's, and LTB's)? If so, provide the steps to the state agency's legal review process in the included desk procedures manual discussed above.	State agency has in-house counsel to assist procurement professionals at the requested PA Tier.	Conforms or Deficient			

General Increase	5e	Does your state agency have an internal audit or assessment process? If so, submit a dated copy of your last audit to the PAU. If the audit noted findings/ deficiencies, please indicate what corrective (Tier 4 Only)	State agency has an internal audit and assessment process.	Conforms or Deficient			
General Increase	6	(If applicable) state agency has approval from California Office of Emergency Services (OES) to use the 1122 Program. State agency requests to add or increase PA for 1122 Program (acquisition method). OES Approval Date:_____ Existing Tier:_____ Dollar Amount:_____	State agency has approval to use 1122 Program at requested PA Tier.	Conforms or Deficient or NA			

Transaction-Based Increase	7	State agency shall submit a justification explaining why the selected acquisition method (e.g. CMAS) makes good business sense as opposed to other acquisition methods such as conducting the procurement competitively in the open market. Justification shall include the following:	State agency has submitted a complete justification for the transaction based increase.	Conforms or Deficient			
Transaction-Based Increase	7a	State agency shall submit solicitation package (i.e., RFO, evaluation methodology, bidders list, etc.).	State agency has submitted all required documents.	Conforms or Deficient			
Transaction-Based Increase	7b	What kind of peer and management reviews does the state agency have in place to ensure solicitation includes all pertinent information?	State agency has a peer and/or management review process.	Conforms or Deficient			
Transaction-Based Increase	7c	State agency shall designate a procurement contact person and identify them in the solicitation.	State agency has assigned a procurement official.	Conforms or Deficient			
Transaction-Based Increase	7d	Describe the procurement (IT/Non-IT Goods) (i.e., servers, application software, and consulting services).	State agency has described the procurement in detail.	Conforms or Deficient			

Transaction-Based Increase	7e	Justification for contracting out (GC 19130 – services only).	State agency submitted GC 19130 justification.	Conforms or Deficient			
Transaction-Based Increase	7f	Any pre-procurement approvals required for the acquisition (i.e. NCB, or LTB, fleet, etc.).	State agency submitted all required pre-procurement documents.	Conforms or Deficient or NA			
Transaction-Based Increase	8	(If applicable) state agency shall include a copy of the OES approval letter to use the 1122 Program.	State agency submitted the OES approval letter.	Conforms or Deficient or NA			
Transaction-Based Increase (IT)	9	(If applicable) state agency shall contact California Department of Technology (CDT) to check if IT services are offered by CDT. Contact Date: _____ Service Offered: _____ (If yes, state agency shall provide explanation for not using CDT services.)	State agency provided explanation for not using CDT services.	Conforms or Deficient or NA			
Transaction-Based Increase (IT)	10	State agency shall provide response(s) (below) to procurements related to a reportable IT project (if applicable).					

Transaction-Based Increase (IT)	10a	Is the reportable project in the Project Approval Lifecycle (PAL) (formerly Feasibility Study Report (FSR) approval letter) system? If so, then provide the PAL tracking number.	State agency's project is identified in the PAL and PAL # provided.	Conforms or Deficient or NA			
Transaction-Based Increase (IT)	10b	What is the IT Project Oversight and Consulting Division (ITPOC) project risk/criticality rating (low-medium-high)? Submit risk analysis document.	State agency provided risk analysis.	Conforms or Deficient or NA			
Transaction-Based Increase (IT)	10c	Have all required project approvals been received? (i.e. CDT, and Department of Finance (DOF)).	State agency has all approvals from control agencies.	Conforms or Deficient or NA			
Transaction-Based Increase (IT)	10d	Did CDT delegate this procurement to your state agency?	CDC delegated procurement to state agency.	Conforms or Deficient or NA			
Transaction-Based Increase (IT)	10e	Does the purchase need to be financed? If so, has state agency contacted G\$mart program administrator?	State agency provided responses to questions.	Conforms or Deficient			
Transaction-Based Increase (IT)	10f	Submit IT Project Submittal and Approval Exclusions—SAM 4819.32. Reference exclusion (if applicable).	State agency provided IT Project Submittal.	Conforms or Deficient			

Transaction-Based Increase (IT)	11	Submit Certification of Compliance with IT Policies—required form provided in SIMM 71B	State agency provided certification of compliance.	Conforms or Deficient			
Emergency Purchase (Non-Natural Disaster)	12	State agency shall provide details on the proposed procurement (contract/purchase order), including procurement documentation (e.g. quotes).	State agency provided details on procurement.	Conforms or Deficient			
Emergency Purchase (Non-Natural Disaster)	13	State agency shall provide details on the circumstances of the emergency and cite the legal reference.	State agency provided details on the circumstances.	Conforms or Deficient			
Emergency Purchase (Non-Natural Disaster)	14	State agency shall provide details on the consequences if this request is not approved and why an alternate acquisition method is not feasible.	State agency provided details on the consequences.	Conforms or Deficient			
Emergency Purchase (Non-Natural Disaster)	15	State agency shall provide details on why the price is considered fair and reasonable.	State agency provided details on price.	Conforms or Deficient			