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Secretary for
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Air Resources Board

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Arnold Schwarzenegger
Governor

TO: Executive Officers
Division Chiefs
Branch Chiefs
Section Managers

FROM: Sharon Simmons, Manager
Contract & Procurement Services Section
Business Management Branch
Administrative Services Division

DATE: February 23, 2010

SUBJECT: UPDATED PROCUREMENT POLICIES AND DEADLINES
2009-2010 FISCAL YEAR

Due to the current budget crisis, new policies have been implemented to curtail purchasing unless truly necessary. Additionally, it is imperative that those purchases that must continue are also processed timely. This memo addresses both the new policies as well as the deadlines for the current fiscal year.

In order to ensure that all purchasing orders are processed prior to June 30, 2010, it is essential that they be submitted to the Procurement Services Unit in a timely manner. Please refer to the attachment, "Procurement Services Unit Deadlines." Orders submitted after the stated deadline will be returned to the requester. Requests to process late orders will require approval and signature from the requesting program's Division Chief, as well as approval by Marie Stephans, Chief, Administrative Services Division.

Due to the strict timelines imposed by the Department of General Services (DGS), there is no guarantee that late orders will be processed in time or accepted by DGS. The only exception to these deadlines will be those requests that meet the State's legal definition of an emergency. An emergency is defined by Public Contract Code section 1102 as "a sudden, unexpected occurrence that poses a clear and imminent danger requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

On February 18, 2010, DGS issued a memo requiring that all purchases which require their approval now require submission of a signed certification by the Agency Secretary or designee stating that a "purchase is vital and mission critical for this agency or department." The effective date is retroactive to February 11, 2010. Each purchase

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

request requiring DGS approval will need to be submitted with a justification explaining how it meets the vital/mission criticality criteria. Certifications will be coordinated by the Administrative Services Division (ASD).

Additionally, due to recent policy changes, there are restrictions on certain types of purchases as outlined below.

- 1) No State vehicle purchases are allowed.
- 2) No new furniture purchases are allowed. Furniture can be purchased from other agencies or from the DGS State Surplus Property warehouse.
- 3) All discretionary purchases need to be scrutinized to ensure they are truly critical.
- 4) Meeting space rentals are not allowed. State meetings need to be held in State buildings or in buildings where there is no cost.
- 5) Attendance at conferences needs to be limited. Currently, ASD coordinates conference request approvals through the Executive Office and Agency.

If you have any questions or need additional information, please contact me at (916) 322-8524, or contact your assigned Procurement Analyst (listed below).

PROCUREMENT ANALYST	ASSIGNMENT(S)	PHONE No.
Eyma Espinoza-Camp	CalEPA, CO/EO, MSOD, PTSD	(916) 322-8667
Covina McAlister	ED, RD, SSD	(916) 322-8193
Lynn Pile	MLD	(916) 327-5754
Debbie Sanchez	ASD, MSCD, OIS	(916) 322-0606

Attachments

PROCUREMENT SERVICES UNIT DEADLINES

The following deadlines are the last date by which the Air Resources Board's Procurement Services Unit will accept requests for orders as specified for purchases to be charged to the 2009-2010 fiscal year.

DEADLINE	PURCHASE TYPE	FINAL APPROVAL
March 2, 2010	All Non-IT (Information Technology) purchases for \$100,000.00 or more that do not include an NCB (Non-Competitively Bid) or Limited Competitive Bid (LCB)	DGS*
March 2, 2010	All IT goods and/or services with a total value between \$100,000.01 and \$500,000.00 ; this includes all NCB and LCB submittals	DGS* OCIO
April 1, 2010	All Non-IT purchases for \$25,000.01 or more that requires processing of an NCB or LCB	DGS*
May 3, 2010	All Non-IT purchases for \$100,000.00 or less and does not include an NCB or LCB	ARB
May 3, 2010	All Non-IT purchases for \$25,000.00 or less that includes an NCB or LCB	ARB

***DGS CERTIFICATION REQUIREMENT:** Agency Secretary certification that a particular purchase is "vital and mission critical for this agency or department" is required.

FEDERALLY FUNDED PURCHASES: Purchase Estimates for goods funded by federal government funds that expire **September 30, 2010**, shall be subject to the same dates as those for State funded purchases.



**Department of General Services
Procurement Division**

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Broadcast Date: February 18, 2010

**TO: Agency Secretaries
Department Directors
Procurement and Contracting Officers (PCO's)
Purchasing Authority Contacts (PAC's)**

RE: Certification Requirement

This is to inform agencies and departments that effective February 11, 2010, no work will be initiated, no documents will be reviewed, and no contracts will be approved by the Department of General Services (DGS) that would result in the expenditure of funds unless the following certification is received in writing and signed by the Agency's Secretary or Department's Director, or their designees.

"I certify that this purchase is vital and mission critical for this agency or department.

Name
Title

Date

For any request for services or contract documents currently in the possession of DGS, you may provide this certification by an attachment to an email. If you have questions, please contact your DGS representative.