

PRE-PROCUREMENT REVIEWS AND APPROVALS

2613

(May 2005)

As mentioned earlier in this chapter, there are certain classes of purchases that may require review and approval before a **purchaser** can proceed with a purchasing activity. This section describes those requirements and processes.

At this point, the **purchaser** has determined the class and category of a purchase request before initiating a procurement activity. Now, the **purchaser** needs to analyze the request to validate any pre-approval requirements. It is the **purchaser's** responsibility to maintain evidence in the procurement files that appropriate approvals were obtained prior to contracting.

PRIOR APPROVAL

2613.1

(May 2005)

Certain commodities require advance written approval before purchases are made. The required approval may be internal and/or external and shall be documented using form [CAL FIRE-13](#).

A CAL FIRE-13 will also be used to obtain approval in cases where unusual circumstances need to be documented. Work with your Purchasing Coordinator to determine appropriate level of approval.

The original CAL FIRE-13 must be attached to the original purchasing document. Copies must be kept with all corresponding copies of the purchasing document. Refer to [Section 2670](#), Disbursements, Financing and Payment Programs for further information.

PRIOR APPROVAL ITEMS LIST

2613.1.1

(No. 2 September 2005)

There are many items which require approval by DGS and/or CAL FIRE Sacramento Business Services, CAL FIRE program coordinators or PIA (waiver) **before** purchasing.

Written authorization must be obtained prior to purchase. (Contact your local purchasing coordinator for further instructions.)

The following items require prior approval. Refer to the appropriate category below to view prior approval items as well as unit office contact and telephone number:

Telecommunications –

Telephone Number (916) 653-8961 or 653-6269 / Fax Number (916) 653-4171

- Antenna (Radio, Station, Microwave, Mobile, and Duplexer)
- Microwave Equipment (all kinds)
- Radio Equipment (all kinds)
- Satellite Equipment (all kinds)
- Telecommunication Equipment/System
- Telemetry Equipment (all kinds)

Mobile Equipment – Davis Equipment Facility

Telephone Number (530) 757-2407 / Fax Number (530) 757-6571

- Aviation Support Vehicle
- Boats (all kinds)
- Fire Pumps
- Sirens (all kinds)
- Emergency Lighting (all kinds)
- Mobile Equipment of any kind including: ATV's/Gators, tractors, riding lawn mowers w/PTO , trailers, snowplows, sweepers, graders, cranes, earth loaders, etc.
- Agriculture, construction equipment, generators, air compressors & etc pulled by a vehicle
- Vehicle (all kinds)
- Vehicle Parts: Refer to 2600 Manual "Exhibits" (Mobile Equipment Parts/Repair Limits)
- Federal Excess Property: Refer to Section 2700

Business Services – FIRM Unit – Records Management

Telephone Number (916) 324-7087/Fax Number (916) 327-5842

- File Cabinet
- Filing Equipment
- Paper Shredder

Business Services – FIRM Unit – Forms Management

Telephone Number (916) 324-1177/Fax Number (916) 327-5842

- Printing: Forms

Business Services – Procurement Unit

Telephone Number (916) 323-3827/Fax Number (916) 327-0286

- Mailing Machine (of any kind including: postage, shipping, scale letter folding, label printing, collator, jogger, postal software, etc.)

Technical Services -

Telephone Number (916) 324-1635/Fax Number (916) 324-3400

- Modular Furniture
- Screen, Acoustical

Law Enforcement –

Telephone Number (916) 653-0021 or (916) 653-5708 or (916) 653-5968

Fax Number (916) 653-9954

- Firearms, see below under Weapons/Firearms
- Guns, see below under Weapons/Firearms
- Weapons/Firearms, i.e., revolvers, pistols, semiautomatic handguns, machine pistols, revolvers and derringers. Rifles, i.e., long guns, shoulder guns, shotguns, bolt action rifles and automatic and semiautomatic assault rifles.

Information Technology –
Telephone Number (916) 324-3382

- The Information Technology Services Chief Information Officer has granted limited purchasing authority to the Field IT Coordinator's. IT-Goods may be purchased from the Standard Procurement List (SPL) that meets the California Strategic Sourcing Initiative (CSSI) configuration, which includes hardware and software up to \$15,000 and consumables up to \$5,000. Requests for purchases of IT-Goods not on the SPL, over \$15,000, or for Consulting or Services, must be submitted to the Sacramento HQ (Sac HQ), ITS Procurement Desk for processing. The Standard Procurement List is located on the CAL FIRE Intranet at:
<http://cdfweb/lts/ITSProcurementDocs/Standards.xls>,

PIA

- You must obtain a PIA waiver for any/all products that PIA manufactures. Refer to Section 2613.3 for additional information.

Incident Expenses

- Fuel: If the vendor does not accept the Voyager card or a purchase order, you must obtain prior approval before using CAL-Card to make purchases of fuel. Contact Business Services at (916) 322-5695 to obtain approval.
- Other Prior Approval Items on an incident: Require the normal prior approval process.

OFFICE OF FLEET and ASSET MANAGEMENT (OFAM) 2613.2
(No. 6 December 2009)

In accordance with GC section 13332.09, CAL FIRE may not procure mobile equipment without first securing approval from DGS/Office of Fleet and Asset Management (OFAM). Evidence of OFAM approvals must be documented in the procurement file.

Mobile equipment is defined in the OFAM State Fleet Handbook (OFAM Handbook) as: "Used for passenger and equipment transportation, construction or maintenance work, and is self powered or easily moved (trailer or skid mounted). This includes sedans, station wagons, suburban's, carryalls, light utility pickups, vans under ¾ ton, jeeps, trucks, boats, and trailers."

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FLEET ASSETS REQUIRING OFAM APPROVAL

2613.2.1

(No. 6 December 2009)

The following motor vehicles and general use mobile equipment are subject to OFAM approval:

Mobile Equipment Type	Description
Motor vehicle	<ul style="list-style-type: none">• A vehicle that is self-propelled and registered by the Department of Motor Vehicles (DMV) for street use.
General use mobile equipment	<ul style="list-style-type: none">• Self-propelled mobile equipment• Self-propelled mobile equipment registered by the DMV for off-road use.• Vessels registered by the DMV for use on water.• Vessels documented by the U.S. Coast Guard.
Surplus mobile equipment	<ul style="list-style-type: none">• Motor vehicles or general use mobile equipment that was previously owned or operated by any entity.

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CAL FIRE MOBILE EQUIPMENT PURCHASES

2613.2.3

(No. 6 December 2009)

To ensure program accountability, accurate inventory control, as well as purchasing and controlling agency policies are followed, all CAL FIRE, mobile equipment purchases will only be processed by Mobile Equipment Management, Davis Equipment Facility. For questions concerning mobile equipment purchases please contact Mobile Equipment Management at (530) 757-2407.

Prior to purchasing any type of mobile equipment, CAL FIRE must submit the following documents to OFAM for approval.

- Vehicle Acquisition Request (OFA 160) for replacement or additional fleet type assets.
- Documented bids for items other than vehicles on State Contracts
- A completed Purchasing Authority Purchase Order (STD. 65) or Purchase Estimate (STD.66) for replacement or additional vehicles.
- An approved Survey Inspection Report (ME-6)
- An approved Property Survey Report (STD.152) for replacement vehicles.
- A current copy of the Passenger Vehicle Usage Report (STD.276A) must be on file with OFAM.

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All requests for the purchase of “any fleet type asset” not identified in the departments “Annual Acquisition Plan” to OFAM must be submitted to MEM on an OFA-160 justifying the purchase. The source of funding and contact person must be identified on this document.

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May 15th is the deadline for submitting “*approved*” mobile equipment purchase requests to Mobile Equipment Management, Davis for processing in the current fiscal year.

CAL FIRE MOBILE EQUIPMENT PARTS AND REPAIRS

2613.2.2

(No. 6 December 2009)

CAL FIRE must acquire, operate, and dispose of mobile equipment within the controls, guidelines, and limitations of Office of Fleet and Asset Management (OFAM), Office of Procurement and Office of Legal Services.

CAL FIRE policy and procedures for vehicle services (modifications, repairs and maintenance) can be found in the Mobile Equipment Handbook 6700.

The appropriate expenditure authority levels pertaining to the purchase of mobile equipment parts and vehicle repairs are listed in the exhibit section of the [2600 Handbook](#).

Leveraged Procurement Agreements (LPA) and State Contracts are part of the department's purchasing authority.

Supply stock standards used in the purchase limits exhibit include the following:

- Stock supplies are usually purchased in bulk and not charged to a specific vehicle, i.e., filters, oil, spark plugs, lights;
- Supplies are usually purchased through state contracts, state stores, and/or PIA and kept in sufficient stock to avoid unnecessary downtime;
- Inventories of these supplies at any location should not exceed that normally used over a 30-day period;
- Fire stations should stock only those vehicle supplies required for daily maintenance inspections;
- Headquarter maintenance shops with an assigned FEM, HEM and/or HFEO may stock a broader range of vehicle supplies; however, it may not exceed the normal 30-day usage;
- Except in an approved emergency, the Purchasing Authority may not be used to purchase any item which is available through state contract, and/or PIA, except when the item is not available within the terms of the contract and/or catalog;
- Authority to purchase items off contract must be requested through Business Services Sacramento. Substantiation of the lack of availability must be documented on the PAPO or on an attachment.

Note: In accordance with the [OFAM Handbook](#), tires and batteries for mobile equipment must be purchased using the State's leveraged procurement agreements whenever possible.

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PROPERTY PROGRAMS

2613.3

(May 2005)

SURPLUS PROPERTY PROGRAM

2613.3.1

(May 2005)

UTILIZING EXISTING SURPLUS FURNITURE

2613.3.1.1

(May 2005)

Departments shall utilize surplus furnishings whenever feasible and shall contact the DGS Surplus Property Program to determine if surplus property is available.

CONTACT INFORMATION

2613.3.1.2

(May 2005)

The DGS operates property reutilization facilities at its northern California warehouse facilities.

Departments must contact the Surplus Property Program at:

1700 National Drive
Sacramento, CA 94834
(916) 928-4630
(916) 928-0304 fax

ELECTRONIC SURPLUS PROPERTY SYSTEM

2613.3.1.3

(No. 3 February 2006)

The DGS has implemented an automated business management system to allow online web-based submission and approval of the following documentation:

- Property Survey Reports (STD. 152)
- Transfer of Location of Equipment Reports (STD. 158) and
- A real time listing of current property that is available at the National Drive warehouse.

[Click](#) here to access the Surplus Property Program web page.

NEEDS NOT MET BY SURPLUS PROPERTY

2613.3.1.4

(No. 3 February 2006)

When a **purchaser's** functional needs cannot be met by the Surplus Property Program, then the **purchaser** must next consider if its needs can be met by the Prison Industry Authority (PIA) **or for units in CAL FIRE that qualify the Federal Excess Property Program.**

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FEDERAL EXCESS PROPERTY PROGRAM

2613.3.2

(May 2005)

Federal Excess Personal Property (FEPP) is another source for acquiring property for qualifying programs. The property is on loan to CAL FIRE through a federal program administered by the Forest Service. Finding the property is done through the internet by a Unit screener. Details of the program are available in Section 2700, Federal Excess Property.

PRISON INDUSTRY AUTHORITY

2613.4

(No. 2 September 2005).

Departments must justify the item as essential in fulfilling the requestor's mission or service to the public. Departments seeking waivers must complete a PIA Waiver Request. This form is available through the PIA web site at <http://pia.ca.gov/> or by contacting the PIA Sales Branch at (916) 358-2733. Departments are mandated by California Penal Code 2807 to purchase from and consult with PIA to develop new products and adapt existing products to meet their needs. They shall consult with PIA for commodities and services, or like commodities and services, even though not specified in the PIA catalog.

PIA offerings include the following:

- Institutional products: Bedding, cleaning products, flags, signs, etc
- Office furniture and miscellaneous products: Binders, computer furniture, chairs, tables, office systems, furniture, etc.,
- Residential life: Dressers, wardrobe, desks, etc.
- Printing, metal signs and decals: Forms, stickers, brochures, license plates, etc.
- Safety Clothing: Gloves, Nomex
- Food

It is necessary to plan ahead and place an order well in advance of the date merchandise is needed.

Note: Departments must have a DGS/PD approved PIA category purchasing authority to purchase from PIA.

PIA WAIVER PROCESS

2613.4.1

(May 2005)

Purchasers may be granted a PIA waiver to procure goods from other sources when sufficiently justified. In CAL FIRE, Units must send documented requests for a waiver to Business Services Sacramento. Waivers will be evaluated by the PCO and submitted to PIA for processing when justification warrants an exception. Purchasers will be notified when waiver is approved or denied. Purchases cannot be made until the approved and signed waiver is received by the purchaser.

REASONABLE ACCOMMODATION REQUESTS

2613.4.2

(May 2005)

Purchasers must first evaluate PIA products (i.e. chairs, tables) prior to requesting a PIA waiver based upon a reasonable accommodation or medical waiver.

PIA PRICE LISTS

2613.4.3

(May 2005)

PIA State Price Schedules (SPS) are no longer in effect. PIA is now providing pricing through the PIA Price List

[Click](#) here to access the PIA web site.

PIA CATALOG

2613.4.4

(May 2005)

PIA now offers an online [catalog/purchase order form](#). Hard copy catalogs can be ordered by calling PIA customer services at 916-358-2727.

ORDERING PROCEDURES

2613.4.5

(May 2005)

Departments with purchasing authority for PIA goods and services must use the Purchasing Authority Purchase Order [\(STD.65\)](#) if purchasing by mail or fax. Purchases can also be done online using the electronic order form generated from the PIA catalog.

When using the [STD. 65](#), purchasers must detail the catalog item number, description, unit price and extended dollar amount. Calculate the total amount of the purchase document. Each purchase order sent to PIA must have the budget item, chapter, and fiscal year number entered in the appropriate place as well as the agency billing code entered in the appropriate block. (Contact local finance clerk for current budget item number, chapter number, fiscal year and agency billing code information.) This information is in addition to CALSTARS codes and other details currently required on the purchase order.

Submit the Vendor Copy of the STD.65 (contractor-original and packing slip copies) to:

Prison Industry Authority
Attn: Customer Service
560 East Natoma Street
Folsom, CA 95630-2200

Orders can also be faxed to: (916)358-2660

Note:

- Do not include sales, use or federal excise taxes, as they do not apply.
- Payment terms are “net 45 days” or Controller Transfer
- Contact PIA, Customer Services for FOB point and delivery due dates.

Submit the purchase order to the unit finance office for processing, once the order is placed and before receiving the merchandise.

Submit the remaining copies of the [STD.65](#) to the unit finance clerk for processing and payment. This is done before the merchandise is received.

Receiving the merchandise – Prior to receiving the merchandise, you should have received an “Acknowledgement” form; compare the original order with this information. If it differs, IMMEDIATELY contact PIA. When the merchandise is received:

1. If the order is correct; match the shipping receipt with the order form and file it. Using the Stock Received Report [STD.106](#), notify the unit finance clerk via the unit Forestry Logistics Officer, both need to know that the order has been delivered.
2. If it is not as ordered or a problem exists with the item(s) delivered; call PIA Customer Services, identifying the order and the problem. If a problem is not resolved satisfactorily and promptly, submit a memorandum with detailed complaints to PIA customer services. Forward a copy of the correspondence and other pertinent facts to the regional business services officer, who will contact Business Services Sacramento for appropriate action. DAO will also be consulted when these problems have fiscal impact.

IDENTIFYING PIA PURCHASES

2613.4.6

(May 2005)

The department’s purchasing authority number must be recorded in the box titled “Purchasing Authority Number” on the STD.65. The purchaser may either enter “PIA” in the box titled “Leveraged Procurement Agreement Number” on the STD.65 or leave this box blank.

PAYMENT BY CAL-CARD

2613.4.7

(May 2005)

PIA purchases less than \$5,000.00 where purchasers select to use the CAL-Card as the payment method will follow the requirements as identified in [Section 2677](#).

All PIA purchases valued at \$5,000.00 and over that are paid using the CAL-Card payment process must be executed on the STD.65. A copy of the STD.65 is not required to be submitted to PIA.

COPY TO DGS

2613.4.8

(May 2005)

Refer to [Section 2663.6](#) for distribution instructions including the copy that goes to DGS.

OFFICE OF STATE PUBLISHING (OSP)

2613.5

(No.24 April 2016)

Currently under revision. If you need information regarding 2613.5 contact the FIRM Analyst at (916) 324-7087 or you can email: BSO.FIRM@fire.ca.gov

PRINTING PROJECTS

2613.5.1

(No.24 April 2016)

Currently under revision. If you need information regarding 2613.5.1 contact the FIRM Analyst at (916) 324-7087 or you can email: BSO.FIRM@fire.ca.gov

PRINTING PROJECTS VALUED IN EXCESS OF \$5,000.00

2613.5.2

(No.24 April 2016)

Currently under revision. If you need information regarding 2613.5.2 contact the FIRM Analyst at (916) 324-7087 or you can email: BSO.FIRM@fire.ca.gov

DOING BUSINESS WITH OSP

2613.5.3

(No.24 April 2016)

Currently under revision. If you need information regarding 2613.5.2 contact the FIRM Analyst at (916) 324-7087 or you can email: BSO.FIRM@fire.ca.gov

UNION LABEL FOR PRINTING

2613.5.4

(No.24 April 2016)

Currently under revision. If you need information regarding 2613.5.2 contact the FIRM Analyst at (916) 324-7087 or you can email: BSO.FIRM@fire.ca.gov

FORMS AND OTHER PRINTING

2613.5.5

(No.24 April 2016)

Currently under revision. If you need information regarding 2613.5.2 contact the FIRM Analyst at (916) 324-7087 or you can email: BSO.FIRM@fire.ca.gov

COMMUNITY-BASED REHABILITATION PROGRAM (CRP) 2613.6

(May 2005)

DGS/PD encourages **purchasers** with DGS approved non-IT and/or IT purchasing authority to consider purchasing products and services from rehabilitative or sheltered workshops pursuant to Welfare and Institutions Code (WIC) section 19403. In accordance with WIC 19404, purchases using these programs are exempt from advertising requirements, conducting a competitive bid and dollar threshold limits. Additionally, the use of the state consolidated network for voice and data services is mandatory unless the **purchaser** is granted a waiver by DOF.

[Click](#) here to access the State Telecommunications Management Manual (STMM).

NOTE: In CAL FIRE, all telecommunication purchases must be approved and coordinated through Sacramento Headquarters Telecommunications Unit.

PURCHASES FROM COMMUNITY-BASED REHABILITATION PROGRAMS

2613.6.1

The California Alliance of Rehabilitation Industries (CARI) provides a statewide network of Community Rehabilitation Programs to assist state departments in meeting their needs.

Contact CARI at (916) 441-5844 for additional information.

INFORMATION TECHNOLOGY

2613.7

(No.24 April 2016)

Purchases of Information Technology equipment and supplies must be made through the unit Information Technology (IT) coordinator. The IT coordinator will advise on the proper procedure and coordinate the purchase.

Currently under revision.

TELECOMMUNICATIONS

2613.8

(No.24 April 2016)

Currently under revision. Contact Telecomm Unit for more information.

TELECOM DIVISION APPROVALS **2613.8.1**
(No.24 April 2016)

Currently under revision. Contact Telecomm Unit for more information.

TELECOMMUNICATIONS VOICE AND DATA **2613.8.2**
(No.24 April 2016)

Currently under revision. Contact Telecomm Unit for more information.

PERSONAL COMMUNICATIONS DEVICES (PCD) **2613.8.3**
(No.24 April 2016)

Currently under revision. Contact Telecomm Unit for more information.

ADDITIONAL PRE-PROCUREMENT REVIEWS AND APPROVALS **2613.9**
(May 2005)

REAL ESTATE SERVICES DIVISION (RES D) **2613.9.1**
(May 2005)

The DGS/RES D has the statutory authority for the acquisition of real property. Departments, prior to acquiring space, property and/or facility design services, must contact RES D. **In CAL FIRE, all real property is handled by the Technical Services Unit. For questions regarding space, property or facilities contact Technical Services at (916) 324-1635.**

For general information, [Click](#) here to access the RES D web page.

DEPARTMENT OF CONSERVATION (DOC) **2613.9.2**
(May 2005)

PCC section 10295.5 prohibits **purchasers** from purchasing sand, gravel, aggregates or other minerals produced from a surface mining operation subject to the Surface Mining and Reclamation Act of 1975, unless the Department of Conservation (DOC) has determined that the surface mining operation is eligible to sell materials to the State.

If a **purchaser** does not purchase sand, gravel, aggregates or other minerals from the DOC's listing of approved mining operations then the **purchaser** must:

- Obtain both a retailer's certification of the supplier's identification and the Department of Conservation's listing of approved mines in effect at the time of the award.
- Document the procurement file that the items acquired came from an acceptable source.

Warning: Purchasers must obtain sufficient supplier certifications until the originating mining operation's identification can be determined.

[Click](#) here to access the Department of Conservation's current AB 3098 listing of approved mining operations.

[Click](#) here to access a Surface Mining and Reclamation Act certification form

CALRIM REQUIREMENTS

2613.9.3

(May 2005)

Currently under revision. If you need information regarding 2613.9.3 contact the FIRM Analyst at (916) 324-7087 or you can email: BSO.FIRM@fire.ca.gov

NCB REQUIREMENTS

2613.9.4

Refer to [Section 2640 Non-Competitive Bid](#) for NCB requirements.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)