

## **STATEWIDE CONTRACTS**

**2653**

(May 2005)

Statewide Contracts are competitively bid and awarded contracts established by DGS/Procurement Division to take advantage of lower costs passed on by suppliers bidding on large quantities of goods repetitively used by multiple state departments. These contracts have unlimited dollar thresholds.

### **STATEWIDE CONTRACT BASICS**

**2653.1**

(May 2005)

#### **SC LIMITATIONS**

**2653.1.1**

(May 2005)

SC's do not have dollar limits or limitations to their use unless otherwise noted in the specific contract and/or user instructions.

#### **CONTRACT PRICE IS MAXIMUM**

**2653.1.2**

(May 2005)

Contract pricing identified within statewide contracts is the maximum allowed.

#### **WHEN TO USE SC**

**2653.1.3**

(May 2005)

SC's are established to reduce the need for individual departments to conduct repetitive bids for like products. Use of some SCs is mandatory, while use of other SCs is non-mandatory. **Purchasers** must verify the mandatory or non-mandatory status of a contract by reviewing the contract or checking the Statewide Checklist. **Commodities covered by a mandatory State Contract will not be purchased from any other source without contacting Business Services Sacramento and prior written approval from DGS Procurement Division.**

#### **HOW DO PURCHASERS USE STATEWIDE CONTRACTS**

**2653.1.4**

(May 2005)

**Purchasers** must verify the following, prior to executing a SC order:

- Is execution of the order authorized under the department's purchasing authority?
- Is the contract mandatory or non-mandatory?
- Does the order require any PIA waivers?
- Does the order require additional review and approval prior to issuing the order (i.e., RESD, IT project certification, Fleet etc.)?

[Click](#) here to access the Statewide Checklist for a list of suppliers. Contracts are available on PD's web page at [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov) or by contacting the PD contract manager for the specific contracts.

**WHAT IS INCLUDED? 2653.1.5**  
(May 2005)

Most SC's are limited to non-IT goods

**PURCHASE DOCUMENT 2653.1.6**  
(May 2005)

Unless otherwise directed by individual SC user instructions, the common purchase document used to issue SC orders is the [STD.65](#). Refer to Section [2651](#) and Section [2660](#) – Purchase Documents for additional information on purchase documents.

**BODY ARMOR PURCHASES 2653.1.7**  
(May 2005)

[Purchasers](#) shall purchase body armor (stab resistant and/or bullet proof vests) from the mandatory SC. [Contact Business Services Sacramento if additional information is needed.](#)

**ARCHIVE BOXES 2653.1.8**  
(No. 3 February 2006)

Due to the closure of the Materials Management Warehouse and the re-opening of the State Records Center, the purchasing of archive boxes was restricted to the office supply contract with OfficeMax , contract #1-01-75-55.

The restriction has been rescinded and departments with purchasing authority may purchase archive boxes from any source. Although if purchasing archive boxes from other than the [OfficeMax](#) office supply contract, the archive boxes must comply with State of California specification number 8115-42G-03 dated July 2004 for “Containers, Corrugated Filing”.

Prior to placing orders from these sources, the [DGS/PD Engineering Team \(PET\)](#) must inspect the product for specification compliance.

To date, River City Paper Company (916-364-8800) and [OfficeMax](#) are the only approved suppliers for state archive boxes.

## **ESTABLISHING STRATEGICALLY SOURCED STATEWIDE CONTRACTS**

**2653.2**

(No. 5 May 2008)

The DGS/PD, through the California Strategic Sourcing Initiative (CSSI) is entering into non-IT statewide contracts for goods and services. These contracts are established through competition that provides the best value contractor to offer the specific goods and services on a statewide basis. Consequently, in order to achieve the maximum benefit based upon leveraging the State's volume purchasing use of these contracts are mandatory.

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## **DISTINGUISHING CSSI CONTRACTS**

**2653.2.1**

(No. 3 February 2006)

CSSI statewide contracts are identified in most cases with a numbering system beginning with 1S although there may be some exception.

### Example:

The OfficeMax contract having been a renegotiated contract based upon the statewide contract with Boise-Cascade retained its original statewide contract number 1-01-75-55.

## **REQUIREMENTS**

**2653.2.2**

(No. 3 February 2006)

**Purchasers** must adhere to the following requirements when conducting purchasing activities using CSSI statewide contracts (CSSI/SC):

- Use of CSSI/SC is mandatory
- No monetary threshold limit.
- Obtaining multiple offers is not required since these statewide contracts are established as a result of competition.
- Individual CSSI/SC provides a set of user instructions unique to each contract. This includes instructions for obtaining DGS written approval for any exemption process to conduct a purchase outside of an authorized CSSI/SC.
- CSSI/SC purchases must also include any necessary approvals as applicable to the transaction. Refer to Section 2612.
- Purchase authority numbers and CSSI contract numbers must be identified on the purchase document in the appropriate location.
- Procurement files must be documented in sufficient detail to support purchase transaction in the same fashion as any other LPA purchase activity.
- Purchasing dollar thresholds, although unlimited, must remain within CAL FIRE's approved purchasing authority dollar threshold for statewide contracts.

- All certified SB or DVBE purchases made through the CSSI/SC are reported monthly by the contract holder and are credited to **CAL FIRE**.

## **CSSI/SC AVAILABILITY**

**2653.2.3**

(No. 3 February 2006)

[Click here](#) to access the CSSI web page.

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