

CALIFORNIA TECHNOLOGY AGENCY TECHNOLOGY LETTER	NUMBER: TL 12-08	ORIGINAL DATE: JUNE 8, 2012 REVISED DATE: JULY 9, 2012
SUBJECT: EXEMPTION PROCESS WHEN NO MANDATORY IT LEVERAGED PROCUREMENT AGREEMENT EXISTS Clarify Technology Agency policy on IT procurement exemption approvals	REFERENCES: Government Code 11545 TL 12-8	

BACKGROUND

The Technology Agency has authority over Information Technology (IT) procurement policies, while the Department of General Services (DGS) has authority over IT procurement procedures.

The state has developed many mandatory IT leveraged procurement agreements (LPA) (e.g. IT Master Agreements, California Multiple Award Schedule, Statewide Contracts and Western States Contracting Alliance agreements) to leverage the state's buying power and enable agencies to procure high-demand IT goods and services in the most efficient manner possible. These contracts are mandatory and must be used by departments and agencies. Exceptions to the use of these IT leveraged procurement vehicles should be infrequent and will require Technology Agency approval. If an offered product does not meet agency or department business needs (e.g. business need for ruggedized laptops), the procurement of nonstandard technology requires an exemption. Procurement of IT goods and services not available on a mandatory LPA that meet the business needs of a state entity, are cost effective, and increase state efficiency (e.g. tablet computing devices such as iPads) do not require an exemption.

PURPOSE AND DESCRIPTION

The purpose of this Technology Letter is to clarify that exemption approval from the Technology Agency is not needed for procurements of goods and services when a mandatory LPA does not exist for that good or service. Therefore, departments and agencies do not need to submit an exemption request, nor does the Technology Agency need to review or approve an exemption request. However, agencies and departments must still follow procedures established by DGS in conducting such procurements. The goal is to minimize redundancy and cost in state operations by promoting the efficient and effective procurement of information technology.

PROCESS

Agencies and departments are not required to submit an exemption request when a mandatory LPA for the procurement of an IT good or service does not exist. The IT goods and services must meet the business needs of a state entity, be cost effective, and increase efficiency. Agencies and departments will refer to the User Instructions of the individual mandatory LPA contract to determine if any other DGS exemption process steps are required.

QUESTIONS

Questions should be directed to your Technology Agency Program Management Office (PMO) Principal or Manager. A listing of PMO Principals and Managers and their departmental assignments can be found on the Technology Agency Web site located at: [Technology Agency PMO Assignments](#).

SIGNATURE

_____/s/_____
Carlos Ramos, Secretary
California Technology Agency