

**CHAPTER 7**

**PURCHASES**

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## CHAPTER 7

### PURCHASES

#### 1. LEGAL REFERENCES AND AUTHORITY TO OBTAIN GOODS.

- a. State Administrative Manual (SAM) Sections 3400 to 3700 for noninformation technology (non-IT) purchases.
- b. The SAM Sections 4500 et seq., 4800 et seq., 4989, 5200, and 6700-6780 for Information Technology (IT) purchases.
- c. State Contracting Manual (SCM) Volume Financial Information System for California (FI\$Cal).
- d. Public Contracts Code (PCC) Sections 10308, 10331 to 10333, 10478, 12101 to 12102.
- e. Government Code (GC) Sections 14740 to 14774, 14838, et seq.
- f. Military and Veterans Code (MVC) Section 999, et seq.
- g. National Defense Authorization Act, Section 1122 of Fiscal Year (FY) 1994.
- h. Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 8, Equipment.
- i. The FI\$Cal is California's statewide accounting, budget, cash management, and procurement system. Purchase requisitions shall be submitted through FI\$Cal.

2. PURPOSE. The purpose of this chapter is to provide instructions for obtaining goods and equipment that are not stocked by the CHP, Supply Services Unit (SSU), not available through petty cash, or the CAL-Card VISA Program, through U. S. Bank, also referred to as the Procurement Card (P-Card). Only the acquisition of goods or transactions where the main value lies in the good will be addressed.

3. METHOD OF ORDERING. The FI\$Cal shall be used to order goods such as equipment, furniture, publications, subscriptions (other than newspapers), and decals. (Refer to paragraph 13. of this chapter for goods which are not ordered by requisition).

4. AUTHORITY. As provided for in Section 10333 of the PCC, the authority to approve non-IT departmental purchases exceeding \$100 is vested in the Department of General Services (DGS), Procurement Division (PD). The DGS PD may delegate purchasing authority (PA) to an agency when specified criteria have been met. The Business Services Section (BSS), Purchasing Services Unit (PSU), has been granted the sole authority to make commodity acquisitions for the Department. As such, employees shall not make commodity purchases unless they have specific authorization as specified in Chapter 2, Petty Cash and Change Funds; Chapter 3, Procurement Card Program; and Chapter 17, Information Technology Goods and Services Acquisition; or when a bona fide emergency exists as defined in paragraph 8.o. of this chapter.

5. POLICY. It is the policy of the Department to utilize the authority granted by the DGS to purchase goods (supplies, materials, and equipment) that enhance our ability to maintain CHP commands, to ensure public health and safety, and to administer programs for public awareness.

a. The CHP employees are prohibited from having a financial interest in, entering into any partnership with, soliciting business of any kind from, or purchasing any property at a special discount from any person subject to regulation, inspection, licensing, certification, accreditation, supervision, or audit by this Department when official duties of the employee involve such functions. At the direction of the Assistant Commissioner, Staff, all commodity purchases are required to contain the CHP 78V, Conflict of Interest and Confidentiality Statement - Vendor, and a CHP 78S, Conflict of Interest and Confidentiality Statement - Employee. Mandatory completion of the CHP 78S and CHP 78V is required and must be attached to every file. Vendors failing to comply with this requirement will be disqualified from the award of the purchase. Exception to this disqualification shall be on a case-by-case basis and will be coordinated by the purchasing buyer with the Administrative Services Division (ASD) for approval.

NOTE: Purchases using a Leveraged Procurement Agreement (LPA) method are exempt from the CHP 78V and CHP 78S requirement.

b. Darfur Contracting Act. The PCC Section 10478 applies to all non-IT acquisition regardless of procurement approach, method, or solicitation format except LPAs and IT purchases. The PCC Section 10478 states, a firm that currently has or within the previous three years had business activities or other operations outside of the United States must certify that it is not a "scrutinized" company as defined within PCC Section 10476. Scrutinized companies are ineligible to bid on, or submit a proposal for, a contract with a California state

agency to supply goods or services. The CHP 116, Darfur Contracting Act Certification, shall be used to capture the supplier's certification.

c. Iran Contracting Act. The PCC Section 2202-2008 states, except for LPAs, prior to bidding on, for goods of \$1,000,000 or more, the vendor is to certify: a) it is not on the current list of persons engaged in investment activities in Iran created by DGS pursuant to PCC Section 2203(b) and is not a financial institution extending \$20,000,000 or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) it has been exempted from the certification requirement for that solicitation or contract pursuant to PCC Section 2203(c) or (d). The CHP 351, Iran Contracting Act, shall be used to capture the supplier's certification.

6. RECURRING PROCUREMENT REPORTS. To control, monitor, and review purchasing practices, the following are procurement recurring reports:

a. Purchasing Authority Activity Reporting. Due the 10th of the month following the reporting period. To be submitted by the BSS to the DGS PD.

b. DGS PD 810, Contracting Activity Report. Due August 1st, annually, for the prior FY period. To be submitted by the BSS to the DGS Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS).

c. Late Payment Penalty Reporting. Due September 30th for prior FY. To be submitted by the Fiscal Management Section (FMS) to the DGS PD, Prompt Payment Coordinator.

d. STD. 16, Contract Award Report. Due within 10 days of contract award. To be submitted by the BSS to the Department of Fair Employment and Housing.

e. Report of Independent Contractor(s) (DE 542). Due within 20 days of making a payment totaling \$600 or more. To be submitted by the BSS to the Employment Development Department.

f. State Agency Buy Recycled Campaign Report. Due October 31st for prior calendar year. To be submitted by the BSS to the Department of Resources Recycling and Recovery.

7. RESPONSIBILITY. The ability to procure goods under a delegated purchase authority is a privilege granted to the Department by the DGS. The Department is held

accountable for awarding purchase orders (PO) based upon statutes, policies, procedures, sound business practices, and cost effectiveness in the best interest of the state. Each state agency is responsible for its own ethical acquisition program. Within the CHP, responsibilities are assigned as follows:

a. Purchasing Services Unit. It is the responsibility of the PSU's procurement personnel to ensure the success of the Department's acquisition process by providing strategic acquisition guidance while maintaining the public trust. Public trust is maintained through effective and efficient acquisition management to ensure the state receives the best value product in a timely manner at a competitive price. This responsibility covers the acquisition process from the receipt of the requisition through bid development, to delivery and acceptance of the goods. To ensure policy and procedures are followed, the PSU finalizes the procurement with a documentation checklist. (Refer to Annex C.) The PSU intervenes as necessary to resolve problems that arise at any point in the procurement process.

b. Certified Small Business Advocate. Pursuant to GC Section 14846, MVC 999.12, SCM FI\$Cal, and Chapter 3 of this manual, the Certified Small Business Advocate (CSBA) position was established in the BSS as a single departmental point of contact to provide contract opportunities for certified business suppliers. The CSBA can be contacted at (916) 843-3610. The CSBA is charged with Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE) advocate functions, and is responsible for improving SBs, microbusiness' (MB), and/or DVBE access to departmental purchasing and contracting opportunities. It is the advocate's responsibility to ensure the Department meets the established goals of awarding contracts for goods and services as defined in paragraphs 8.p. and 8.q. of this chapter.

c. Commander. By approving the requisition, the commander or designee shall ensure the requested item(s) meet the guidelines set forth in this manual.

d. Employees. Participants in the acquisition process shall be familiar with the policies and procedures defined in the various chapters of this manual.

(1) The ability to properly classify a purchase enables the buyer to conduct the procurement buy correctly:

(a) Applying the appropriate laws, regulations, policies, and procedures.

(b) Identifying if the Department has the applicable PA to conduct the purchase activity or requires DGS PD assistance.

(c) Securing additional approvals and/or waivers as applicable.

(2) The impact of not being able to correctly classify a purchase may result in:

- (a) Delaying the Department's program or project.
- (b) Waste of time and effort, ultimately wasting taxpayer money.
- (c) Loss of funding.
- (d) Disputes, protests, and/or lawsuits.
- (e) Illegal contracts.

NOTE: Noninformation Technology services included with the purchase of non-IT goods may not exceed \$4,999.99 and must be directly related to the purchase of the goods, such as set up or installation.

Noninformation Technology services (e.g., maintenance), are not allowed and must be procured separately under the SCM FI\$Cal, unless available on an LPA.

(3) Determining the Main Purpose. Classifying a purchase begins by determining the predominant factor or the major objective and/or purpose of the entire purchase. In doing so, ask the following question: What is the sole or main purpose of the purchase?

(4) It is the Department's policy to conduct state business solely on the basis of merit and without favoritism. This requires that CHP employees have no relationships or engage in any activities that might impair their independence of judgment. They must have no personal or financial interests in suppliers of property, goods, or services that would affect their decisions or actions on the state's behalf. All CHP employees are required to complete a CHP 18, Annual Internal Investigation Policy Review. (Refer to HPM 10.3, Personnel Transactions Manual; Chapter 14, Inconsistent and Incompatible Activities.)

e. Command Personnel and Business Services Section Staff.

(1) Command personnel and BSS staff shall abide by the California State Constitution, Article 16, Section 6 - any gift of public funds is strictly prohibited. All expenditures must support the Department's mission and benefit the state to not be considered gifts of public funds. This includes any advance payments or prepayments made to a contractor before work has been performed or to a supplier before all products have been received.

- (2) Satisfy the needs of the Department in terms of cost, quality, and timeliness of the delivered product.
- (3) Minimize administrative operating costs.
- (4) Conduct business with integrity.
- (5) Ensure internal review/approval procedures, documentation checklist, and tracking procedures are utilized effectively.
- (6) To avoid wasteful and impractical purchasing practices, all CHP employees are annually mandated by the Department to take Cultural Awareness and Ethics Online Training, which is accessed on the CHP Intranet site under Training.
- (7) To meet goals set by legislation, Department employees shall make every effort to acquire price solicitations for goods from certified SB, MB, and/or DVBEs.

NOTE: It is at the discretion of the Commissioner or designee to waive the DVBE requirement; however, these goals still apply to the overall dollar amount expended each year by the Department. The Commissioner has identified the Department's CSBA as their designee to waive DVBE program requirements. The CSBA is in the BSS and can be contacted at (916) 843-3620.

- (8) Purchase products containing recycled content as specified in paragraph 8.s. of this chapter.

## 8. DEFINITIONS.

- a. Goods/Commodities. Goods and commodities are interchangeable words. An economic good, ware, or merchandise; a) something manufactured or produced for sale; b) a mass-produced non-specialized product.
- b. Service. A service is to, a) repair or provide maintenance; b) performs any of the business functions auxiliary to production or distribution.
- c. Purchase vs. Service. While both the acquisition of a commodity or the acquisition of a service are considered contracts, the factors in determining whether an acquisition should be a purchase or service are:
  - (1) Does the transaction have as its sole or main purpose the buying of tangible goods, such as equipment, parts, supplies, or another commodity? If

so, further consideration must be made to determine whether any services are being provided, such as installation, and which has the predominant value to the transaction, the goods being purchased or the service being rendered.

(2) Does the main intent of the transaction lie in the value of the commodity or the service? The dollar value associated with the services provided, or the value of the goods being supplied are factors that should be considered. The acquisition of painting services includes the purchase of paint, but the main intent of the acquisition is painting. This would be a service contract which would consist of submitting a CHP 78, Agreement Request. (Refer to HPM 11.1, Administrative Procedures Manual; Chapter 22, Service Agreements/Letters of Agreement; and Chapter 23, Delegation of X Number Contract Authority.) The acquisition for a photocopier includes delivery and installation, but the main intent of the acquisition is the purchase of the photocopier. This would be a purchase which consists of a requisition submitted through FI\$Cal.

d. Noninformation Technology vs. Information Technology Goods. There are many goods that require IT functions, yet they may not be considered IT. If the item is determined to be a non-IT good, the transaction will be treated as a “good” and be acquired under the non-IT goods PA. For further assistance in determining non-IT vs. IT goods, refer to Chapter 17 of this manual, or contact the Information Technology Section (ITS), via e-mail, at [CHP-ITS\\_Admin@chp.ca.gov](mailto:CHP-ITS_Admin@chp.ca.gov).

(1) Noninformation Technology goods are tangible or moveable products with little or no IT functionality.

(2) The IT goods are tangible products used mainly for IT.

e. Purchase Order. A contractual document which formalizes the state’s acceptance of an offer to buy goods from a supplier. Upon acceptance of the offer by the state, a PO for the purchase of goods is created.

f. Blanket Purchase Order. A blanket PO is an acquisition mechanism established with one supplier where the quantities of specific products are not known. In no case may a blanket PO exceed \$4,999.99 per transaction, unless the blanket PO is issued under an LPA contract whereby the purchase document dollar cap is limited to the LPA contract dollar threshold. The Department must keep a copy of each order placed against each blanket purchase document in the procurement file. The Department must document in the procurement file why it is in the state’s best interest to execute a blanket purchase.

- g. Buyer. A procurement professional located in the BSS with purchasing responsibilities to act as an authorized procurement official for the state and to expend funds for the procurement of goods.
- h. Supplier/Vendor. These words are interchangeable. A business entity capable of providing goods and/or services to the state. Also known as manufacturer, seller, or bidder.
- i. Non-Competitively Bid. Where a supplier is the **only** known manufacturer and/or supplier who can provide the goods and no competition exists. (Refer to Annex A of this chapter for further information.)
- j. Predetermined Products. A good that is documented as being the only good able to meet the needs of a state department. This term was formerly known as “sole brand.” (Refer to paragraph 8.k.)
- k. Proprietary Good. A commodity used, produced, or marketed under the exclusive legal right of the inventor or manufacturer and protected by copyright or patent against free competition as to name, product, composition, or process of manufacture.
- l. Trademark. Any symbol, such as a word, number, picture, or design, used by manufacturers or merchants to identify their own goods and distinguish them from goods made or sold by others.
- m. Splitting Orders. An illegal practice whereby a PO is split to circumvent a state agency’s delegated spending authority. The PCC Section 10329 states that “no person shall willfully split a single transaction into a series of transactions for the purpose of evading the bidding requirement.”
- n. Solicitation. A verbal or written request to a supplier or multiple suppliers to furnish confidential pricing to the state which is expected to result in the award of a contract. A solicitation includes a price request, invitation for bid, request for quotation, request for proposal, telephone quote, etc. Note: Telephone script and quote worksheet(s) shall be included in the file documentation.
- o. Emergency. A sudden, unexpected occurrence that creates a clear and imminent danger requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
- p. Small Business and Microbusiness.
- (1) An SB or MB is an independently owned and operated business that is not dominant in its field of operations, with the principal office located in

California, and the owners (officers, if a corporation) of the SB or MB domiciled in California. The dollar volume of business is used as an additional criterion in determining the SB or MB status.

(2) An SB or MB is a business concern certified by the DGS PD and OSDS. (Refer to the DGS Web site at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd).)

(3) The DGS considers all out-of-state businesses to be large businesses.

(4) Buyers are to verify SB/MB status on the Cal eProcure Web site at [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov) prior to each award, regardless of procurement approach.

q. Disabled Veteran Business Enterprise.

(1) A disabled veteran is a veteran of the military, naval, or air service of the United States who has at least a 10 percent service-connected disability and who is a resident of the State of California.

(2) A DVBE is a business concern certified by the DGS PD and OSDS. (Refer to the DGS Web site.)

(3) Buyers are to verify DVBE status on the Cal eProcure Web site prior to each award, regardless of procurement approach.

(4) To determine how to calculate the incentive, refer to SCM FI\$Cal, 3.A4.0, Authority.

r. Small Business/Microbusiness/Disabled Veteran Business Enterprise Option.

The GC Section 14838.5 (a) and (b) enables a state agency to conduct a competitive solicitation valued at \$5,000.01 through \$249,999.99 that targets only certified SB, including MB, or certified DVBEs.

s. State Agency Buy Recycled Campaign Program. The PCC Section 12150, et seq., requires state agencies to utilize recycled content products (RCP), and through the State Agency Buy Recycled Campaign Program (SABRC), to track and report annual purchases of goods containing recycled material. Purchases that meet the Environmentally Preferable Purchasing (EPP) criteria standards must be reported within FI\$Cal. The requisition submitter will capture the RCP or EPP data in the FI\$Cal requisition module. Whenever possible, a minimum of 50 percent of purchases from the categories listed below must be products meeting the requirements of an RCP or EPP.

(1) Printing and writing paper.

- (2) Paper products.
- (3) Plastic products.
- (4) Compost.
- (5) Glass.
- (6) Lubricating oils.
- (7) Paint.
- (8) Solvents.
- (9) Steel.
- (10) Tires.
- (11) Tire-derived products.
- (12) Antifreeze.

t. Material Safety Data Sheet. Pursuant to the State of California Division of Occupational Safety and Health's "Hazardous Substances List," a Material Safety Data Sheet contains information about hazards involved with a specific chemical or product, safety precautions needed, and procedures for emergency situations. (Refer to HPM 10.6, Occupational Safety Manual; Chapter 7, Hazardous Substances Program, for further information.)

u. Reasonable Accommodations. A qualified individual who meets the definition of a person with a disability; someone who has a physical or mental impairment which limits one or more major life activities, and who possesses the requisite job requirements, is entitled to reasonable accommodations (RA). (Refer to paragraph 9.w. of this chapter and HPM 10.12, Equal Employment Opportunity Manual; Chapter 5, Reasonable Accommodation.)

## 9. TYPES OF GOODS WHICH ARE REQUISITIONED THROUGH FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA.

a. All requisitions shall be submitted through FI\$Cal except for goods stocked at the SSU. The SSU supplies are requisitioned utilizing a CHP 41, Supply Requisition, and shall be submitted to the SSU for processing.

b. Noninformation technology and IT goods, except for 9.c. below, purchased using the SB option (less than \$249,999.99), shall be reviewed and approved internally. Purchases not utilizing the SB option shall follow policy and procedure per SCM FI\$Cal, Chapter 2, Procurement Planning.

NOTE: All procurement documentation submitted to the California Department of Technology (CDT), the DGS, or the California State Transportation Agency (CalSTA), shall be submitted through the PSU. The Office of Primary Interest (OPI) shall not forward procurement documents for either IT or non-IT goods directly to the CDT, the DGS or the CalSTA without the approval of the PSU. Before initiating any procurement activity or encumbering any funds, the PSU must obtain the required approvals from the CDT or the DGS. Procurement documents include, but are not limited to, item specifications/specification changes, Non-Competitive Bid (NCB), Limited to Brand, One-time Acquisition, and Leveraged Procurement Agreements.

c. Information technology goods shall be reviewed internally by the ITS and the PSU. If required, the PSU will forward the required documents to the DGS and the ITS will forward the required documents to the CDT for approval.

d. Special Funded Goods. The FI\$Cal shall be used to acquire goods, supplies, or equipment using federal grants, asset forfeiture, or any other reimbursable special-funded sources. Such goods include printed material, trailers, motor vehicles/mobile equipment, and surveillance/undercover equipment. The use of asset forfeiture funds requires Executive Management's approval of a spending plan. Federal grant expenditures require approval from the Special Projects Section, Grants Management Unit. Trailers, motor vehicles, and mobile equipment require approval by the Fleet Operations Section (FOS). The approvals shall be obtained prior to submission to the PSU for processing. Special account codes shall be provided on the requisition.

**NOTE: Commodity acquisitions using federal grant funds do not require a justification if the requestor is unable to obtain price quotes/estimates from noncertified SBs and DVBEs.**

e. Equipment. Chapter 8, of this manual, defines equipment and delineates the methods for acquiring equipment.

f. Department of General Services Leveraged Procurement Agreement Contracts. The GC Section 14600 centralized the procurement function allowing the state to leverage its buying power by consolidating departments' requirements on a statewide basis. The DGS LPA program enables the DGS PD to streamline purchases by removing repetitive, resource intensive, costly, and time-consuming bid processes by state agencies. The LPA contracts, such as mandatory and

nonmandatory DGS LPA contracts, State Price Schedules (SPS), and Master Agreements (including Western States Contract Alliance, and California Multiple Award Schedules [CMAS]) vary from program to program; therefore, the PSU buying staff will consider use of the appropriate LPA contracts where applicable when processing requisitions. Buyers shall refer to the User Instructions associated with each LPA for procedural instructions, including but not limited to, sample forms and administrative/technical requirements.

NOTE: Prior to use, commands **must verify** current DGS LPA contract number(s), if applicable, on the DGS Web site. Commands may wish to retain hard copies of the commonly used DGS LPA contracts to aid in completion of the requisition. The DGS LPA contracts are available to download or view on the DGS Web site.

g. Computer Equipment, Software, and Components. Refer to Chapter 17 of this manual for further information.

h. Information Technology-Related Equipment and Peripherals. Refer to Chapter 17 of this manual for further information. The ITS is the OPI for all IT-related commodities regardless of the funding source. Commands requisitioning an IT-related commodity that requires Information Management Division (IMD) approval, shall ad-hoc the IMD into the FI\$Cal system approval process. (Refer to the CHP Intranet site under Resources, FI\$Cal and Requisitions, FI\$Cal Resources for ad-hoc additional approvers.)

(1) Invoices for IT equipment/software delivered to the ITS will be received in FI\$Cal, and invoices shall be approved by the ITS. Refer to Chapter 17 for what types of equipment shall be delivered to the ITS.

i. Publications and Subscriptions. In the interest of cost efficiency, the CHP Headquarters Library shall act as a clearinghouse for the acquisition of books, subscriptions, and other publications for all headquarters requesters. Field requests for publications and subscriptions are not handled by the CHP Headquarters Library. Division Chiefs shall review and approve all field requests. (Refer to Headquarters Standard Operating Procedure 4.3, Book Library, for further information.) All requisitions for books, publications, and subscriptions shall reflect the appropriate authorization, along with a complete justification, prior to submission to the PSU for processing. Subscription requests shall also include the supplier's renewal notice form, the term of the subscription with the beginning and ending dates, and should be submitted for renewal no earlier than eight weeks prior to the expiration date. Encumbrance of funds for subscription services must be in the same FY as service is provided. The following goods are of special concern and shall be ordered according to the established limitations below:

(1) Kelly Blue Book. This is an online subscription available to the FOS, FMS, Field Support Section, Vehicle Theft Unit, and CHP Areas with Vehicle Identification Number officers. The requisition requires a justification stating that the Kelly Blue Book is for use by one of the above commands or staff.

(2) Thomas Brothers Guide. These are street maps which may be requisitioned by any command. Division approval is required.

(a) Guides/maps should be ordered on an as-needed basis, **but not more frequently than every two years**. Exceptions to this policy include the following situations and require additional justification:

1 Additional officers have been assigned to the Area office.

2 Guides are outdated due to an exceptional amount of land development/growth.

3 Lost, stolen, or unusable guides need to be replaced.

(b) A guide is allowed for each captain, lieutenant, sergeant, and officer (including mobile road enforcement officers). Each headquarters and field command are allowed one office guide; inspection facilities are allowed one guide; and communications centers are allowed either one guide per desk or one guide for each Public Safety Dispatcher/Operator.

(c) The guides are issued to commands, not individual employees. When an employee leaves, the guide will be returned to the command that assigned it. To ensure accountability, a notation should be made on each employee's training record in the Employee Training Records System (ETRS) to capture the date of issuance and return of the guide.

j. Prescription Safety Glasses. Employees whose job duties require they wear safety glasses, as defined in HPM 10.6, Chapter 10, Personal Protective Equipment, or whose bargaining unit contract includes provisions for safety glasses, are entitled to receive one pair of glasses per each prescription change at the Department's expense. Employees requesting cosmetic or special enhancements (e.g., tinting, photogray/transitional, progressive style, executive line, polarized, anti-reflective, or ultraviolet coating) will be responsible for the additional cost. The PSU will determine enhancement costs and notify the employee. A check should be made payable to "California Highway Patrol" and submitted to the PSU. Tinting and/or photogray/transitional will be provided at the Department's expense for those employees whose job duties are performed outdoors 50 percent or more of the workday. A job description and Division

approval are required. To obtain prescription safety glasses, the following steps shall be followed:

- (1) Contact the California Prison Industry Authority (CALPIA) Optical Laboratory at (707) 454-3445, or go to the CALPIA Web site at [www.calpia.ca.gov](http://www.calpia.ca.gov).
- (2) From the CALPIA homepage, select “services” and “optical” to access the product information.
- (3) Select a frame style and color.
- (4) Complete a requisition specifying the employee’s name, ID, classification, and style/color selection.
- (5) Have personal optometrist provide a prescription.
- (6) Route the requisition via FI\$Cal, with all copies of the prescription form attached, to the PSU for processing.
- (7) Employees requesting more than one pair of safety glasses must submit the following additional information to the PSU:
  - (a) Division approval.
  - (b) Statement of job description indicating the necessity of a second pair.

k. Garage/Automotive Tools and Supplies. When ordering garage/automotive tools and supplies, the Department is to utilize mandatory and nonmandatory DGS LPA contracts whenever possible. Refer to the DGS Web site for a current garage/automotive tool and supplies DGS LPA contract number. In lieu of a DGS LPA contract not being available, commands are authorized to use the P-Card. (Refer to Chapter 3 of this manual.) Goods that may be procured under a DGS LPA contract include, but are not limited to, the following:

- (1) Tires. Tires may be requisitioned without a justification except when ordering white sidewall tires. White sidewall tires are restricted to undercover vehicles located at Division offices. Orders for white sidewall tires cannot be processed without a justification stated on the requisition.
- (2) Filters.
- (3) Oil and Transmission Fluid.

l. Police Protective Equipment and Supplies. Most departmentally approved police protective equipment and supplies are stocked at the SSU and are acquired by the completion and submission of a CHP 41. This includes goods such as motorcycle and riot helmets, cold weather boots, and caps. Sizes not listed in the SSU supply catalog are considered “special order” and may be obtained by completing a requisition specifying the description and exact size needed. For SSU back-ordered goods that are of an immediate need, a requisition should be completed and submitted to the PSU for processing.

m. Soft Body Armor. Soft body armor (SBA) shall be requisitioned using the DGS LPA mandatory contract. (Refer to the DGS Web site for the current SBA contract number.) The SSU is tasked with stocking a small supply of common-sized SBA for emergency reserve only.

(1) When submitting requisitions in FI\$Cal for SBA, commands are required to complete and upload the CHP 43A, Soft Body Armor (SBA) Options Form.

(a) The officer’s name and ID number shall not be indicated on the requisition. To correctly enter a line item for SBA, refer to the example in 9.m.(1)(b). The CHP 43A will contain the officer’s ID.

(b) The description of the goods on the requisition should only include SBA and the quantity. Each SBA shall be ordered with two carriers.

Example:   Line 1   Soft Body Armor   Quantity    1  
                  Line 2   Carriers                   Quantity    2

(c) The requisition shall note the reason for replacement (e.g., expired, five years old or more from date issued to officer, damaged, no longer fits properly, lost, etc.).

NOTE: The ETRS reflects the date the SBA was issued to the officer.

(2) Once the requisition is fully approved in FI\$Cal, e-mail the FI\$CAL requisition ID number to the PSU at [CHP-PurchaseSubmittal@chp.ca.gov](mailto:CHP-PurchaseSubmittal@chp.ca.gov). Upon receipt of the requisition, the SBA coordinator in PSU will review and provide the PO and CHP 43A to the contractor. The contractor will coordinate fittings with the contact person listed on the CHP 43A. Commands shall provide fitting space and ensure officers attend the scheduled fitting to avoid rescheduling fees.

n. California Prison Industry Authority Manufactured Products. The CALPIA is a self-supporting program deriving its revenues solely from the sales of a wide

variety of products and services. The CALPIA operates productive enterprises employing prisoners from institutions under the jurisdiction of the California Department of Corrections and Rehabilitation. Their diverse manufactured products include wood and metal office furniture, modular furniture, metal file cabinets, wardrobe lockers, storage cabinets, shelving, binders, remanufactured toner cartridges, some janitorial supplies, decals, and textiles, such as silk-screened t-shirts. State agencies are legislatively mandated to obtain goods and equipment from CALPIA to support its operations. Commands are required to submit the requisition with a justification indicating why the use of CALPIA will not suffice. In those instances where CALPIA is unable to fulfill an order request, the PSU buyer is tasked with obtaining a CALPIA waiver.

o. Promotional/Premium Goods. Prior to conducting a purchase for promotional materials (e.g., flashlights, ashtrays, key chains, squeeze toys, pens, hats, trinkets, shirts, cups, and other gift goods), written justification must be included within the procurement file supporting how the purchase meets the Department's mission and business needs. Written justifications should include a description of how the promotional material(s) will be used. Refer to SCM FI\$Cal, Chapter 2.

p. 25-Year Service Certificate. Pursuant to HPM 150.1, Departmental Awards Manual, employees may be entitled to receive a 25-Year Service Certificate. Human Resources Section will notify Divisions upon an employee's eligibility.

q. Appliances. Expenditure of state funds to purchase small portable appliances, which are primarily intended for employee use, is prohibited, unless approved by the appropriate Commissioner. Small portable appliances include coffee pots, microwave ovens, ice makers, etc. When requesting to purchase small portable appliances, the requisition shall include a detailed explanation justifying the business purpose for the purchase and contain the appropriate Commissioner's approval prior to submission to the PSU.

r. Office Supplies. Buyers should check the DGS Web site to see if there is a current DGS LPA mandatory/non-contract for office supplies. Utilizing a current DGS LPA contract may reduce the amount of time to execute the procurement. In lieu of a DGS LPA contract, commands are authorized to use the P-Card to purchase office supplies. (Refer to Chapter 3 of this manual.)

s. Maintenance, Repair, and Operating Supplies. Buyers should check the DGS Web site to see if there is a current DGS LPA mandatory/nonmandatory contract for maintenance, repair, and operating (MRO) supplies. Utilizing a current DGS LPA MRO contract may reduce the amount of time to execute the procurement. In lieu of a DGS LPA MRO contract, commands are authorized to use the P-Card for these purchases. (Refer to Chapter 3 of this manual.)

- (1) Industrial supplies and tools, heating, venting, and air conditioners.
- (2) Janitorial and electrical supplies.
- (3) Safety supplies.
- (4) Toilet tissue.

t. Water. The SCM FI\$Cal, Section 2.D3.1, states bottled drinking water may be purchased under a Department's delegated PA where it has been determined that the building water supply does not meet standards set by the California Department of Public Health (CDPH) for state-owned facilities, local city, county environmental management department(s) for state-leased facilities, or where the DGS Real Estate Services Division (RESD) has determined that the cost of connecting a drinking fountain to the building water supply renders it impractical. Documentation from the CDPH and/or local city, county environmental management department(s), and/or DGS RESD must be maintained in the procurement file. The Department will provide qualifying commands with either a point-of-use water filtration system or bottled water as contracts are established. The PSU administers these contracts and processes the command orders.

(1) A qualifying command is one in which the local drinking water supply is unsuitable or undesirable for consumption based on color, smell, or taste. Once a viable conclusion has been reached as to the validity of a command's request for departmentally-provided water, a memorandum shall be prepared securing the approval of the appropriate Commissioner.

(2) Over time, point-of-use filtration systems are more cost effective than bottled water services. Therefore, when a command qualifies for departmentally-provided water, the point-of-use option will be the first one considered. Alternatively, bottled water dispensers will be assigned to commands that articulate compelling public health concerns with local water sources and secure the approval of the appropriate Commissioner.

(3) Each qualifying command will receive only one point-of-use system or one bottled water dispenser. Commands desiring more than one bottled water dispenser or water filtration system shall submit their requests, via memorandum through channels, to the appropriate Commissioner.

- u. Office Paper Shredders. Refer to paragraph 12 of this chapter.
- v. Office File Cabinets. Refer to paragraph 12 of this chapter.

w. Reasonable Accommodations. Reasonable Accommodation requisitions are submitted by the Office of Equal Employment Opportunity (OEEEO) on the behalf of the requesting command. Once the RA requisition is received in the PSU, the designated RA coordinator (buyer) or designee will work directly with and receive information from, the OEEEO representative to procure the approved commodities.

(1) A purchase made in response to a request for an RA does not preclude adherence to state procurement laws, regulations, executive orders, and policies.

(2) The RA buyer must initiate the procurement within **seven** business days of receipt of the requisition.

(3) Approved RA purchases are exempt from contacting the DGS Surplus Property and Reutilization program to determine if surplus personal property, (e.g., furniture) is available. Procurement files must note the use of this exemption. (Refer to SCM FI\$Cal, Chapter 2, Section C, Topic 2, Acquisitions Related to Reasonable Accommodations.)

(4) The designated RA buyer or designee shall track all procurements related to RAs. These procurements shall be recorded, reported, and identified in the State Contracting and Procurement Registration System via FI\$Cal. (Refer to SCM FI\$Cal, Chapter 2.)

x. Emergency Purchases. (Refer to paragraph 8.o. of this chapter for the definition of an Emergency.) Emergency requisitions shall be submitted as follows:

(1) During normal business hours, contact the PSU manager for the most expedient method to acquire the needed goods. The PSU staff may expedite the processing of a requisition, authorize the use of the P-Card, or make other arrangements to obtain the needed commodity.

(2) After hours or on a weekend, emergency purchases shall be acquired by the most expedient way available (e.g., P-Card; petty cash; CHP 262, Travel Expense Claim). Notify the PSU on the first business day after the emergency to ensure documentation is developed for tracking purposes in case the emergency becomes qualified for Federal Emergency Management Agency reimbursement, and for creating a PO in FI\$Cal, if applicable.

(3) Commands are to submit an emergency purchase requisition through FI\$Cal within five business days of the incident. The emergency purchase requisition will consist of the following information:

- (a) Name and address of the contractor.
- (b) Dollar amount.
- (c) Date(s) of the incident.
- (d) Explanation of the incident meeting the definition of an emergency.
- (e) All required approval signatures.

NOTE: Commands are not required to obtain three bids or advertise prior to entering an emergency purchase.

(4) Bottled Water. Bottled water may be purchased using the P-Card if an emergency arises to ensure the immediate or urgent need of the health and safety of employees of the Department, and/or to members of the general public committed to the Department's efforts during the emergency incident. (Refer to Chapter 3 of this manual.)

- (a) Once the exigent circumstance no longer exists and the transition to a stable scene has occurred, no further purchases shall be made.
- (b) Bottled water shall not be purchased for planned events, indoor events, nor be bought and stored for future use.
- (c) Bottled water shall not be purchased without prior Division management approval. Prior approval may be obtained via e-mail.

(5) The following provides the process for executing an emergency purchase in response to a natural disaster when a response requires **immediate action**.

- (a) If the purchase activity is within the Department's authorized NCB contract PA dollar threshold, the buyer will proceed with the purchase and document the circumstance of the emergency purchase.
- (b) If the purchase activity exceeds the Department's authorized NCB contract PA dollar threshold, the buyer will proceed with preparing the required purchasing documents, scan the documents, and submit them through the DGS Service Portal at [dgs@service-now.com](mailto:dgs@service-now.com) for the DGS to execute the emergency PO on the Department's behalf.

(6) The following provides the process for executing an emergency purchase in response to a natural disaster when a response **does not** require immediate action:

(a) If the purchase activity is within the Department's authorized NCB contract PA dollar threshold, then the buyer will proceed with the purchase and:

- 1 Document the circumstance of the emergency purchase.
- 2 Document names and quotes of suppliers contacted.

(b) If the purchase activity exceeds the Department's authorized NCB contract PA dollar threshold:

- 1 The buyer shall contact the DGS PD immediately or on the next business day to provide the circumstance of the emergency at the One-Time Acquisition support telephone number: (916) 375-4471.
- 2 The DGS PD contact will review the circumstance and, if approved, will assign the transaction a DGS Authorization to Exceed Monetary Limits (Form 42).
- 3 The buyer shall document the circumstance of the purchase.
- 4 The buyer shall record the Form 42 number in the PA box on the purchase document prior to issuing the purchase document.

10. CALIFORNIA COUNTER DRUG PROCUREMENT PROGRAM. The National Defense Authorization Action Section 1122 of FY 1994 authorizes state and local agencies to purchase law enforcement equipment and services suitable for counter drug activities through federal government procurement channels, known as the California Counter Drug Procurement Program (1122 Program). The 1122 Program affords state and local governments to take advantage of discounts available to the federal government due to its large volume purchases. By using this system, state and local governments can maximize their budget dollars in purchasing goods required for the completion of their counter drug missions. The California Office of Emergency Services (Cal OES) has been designated as the state point-of-contact for the 1122 Program. The 1122 Program is a voluntary program intended to supplement agencies' current purchasing options or practices.

a. Requisition. The requisition process for the 1122 Program is the same as paragraph 9. of this chapter with the exception of the justification.

- b. Justification. The justification section on the requisition must reflect a counter drug nexus explaining how the item(s) being acquired will be used in the counter drug mission. If this nexus is not included on the requisition, and the command wishes to use the 1122 Program, the requisition will not be processed until appropriate justification is received.
- c. Point of Contact. The PSU point-of-contact will submit a STD. 40A, Sub-Purchase Order, to the 1122 Program procurement staff at the Cal OES. The 1122 Program procurement staff will send a PO to the supplier and provide follow-up information to the PSU point-of-contact.
- d. STD. 40A, Sub-Purchase Order. The command will receive a copy of the STD. 40A being submitted to the 1122 Program procurement staff. Commands shall not contact the proposed supplier on the copy of the STD. 40A, as the awarded supplier may be changed prior to the order being finalized by the Cal OES.
- e. Processing. To avoid penalties for late payment, once all the item(s) are received and the order is complete, the command shall return the certification copy of the STD. 40A to the PSU point-of-contact. The PSU point-of-contact will notify the 1122 Program procurement staff at the Cal OES and approve payment to the supplier. This must be done within ten days of receipt of the order.

#### 11. PROHIBITED ACQUISITIONS.

- a. Supplies for Personally Owned Equipment. The purchase of supply goods to operate personally owned equipment is prohibited.
- b. Goods for Personal Use. The purchase of goods for personal use (e.g., briefcases, electronic organizers, calendars, and Franklin Planners) is strictly prohibited.
- c. Confirming Order. A commitment to a supplier for the acquisition or receipt of a commodity prior to the issuance of a PO by the PSU is prohibited. Pursuant to Section 10295 of the PCC, "the delivery of goods may not take place until a PO has been fully executed."
- d. Purchases via the Internet. Commands are prohibited from using the Internet as a method of purchase for reasons of computer security, fiscal accountability, and policy control.
- e. Acceptance of Sample or Prototype Products. The DGS PD has established that unauthorized acceptance of samples violates terms and conditions of our

departmental delegated PA and could result in its reduction or revocation. California Highway Patrol employees shall neither accept sample products from suppliers or manufacturers, nor ask any business enterprise to manufacture samples or prototypes unless such request results from the issuance of a PO. To acquire samples or prototypes for evaluation, commands shall:

- (1) Submit a requisition to the PSU for the initiation of a PO.
- (2) Ensure all requests contain a justification for the samples and are authorized by Division.
- (3) Ensure acquired samples or prototypes are retained by the designated OPI.

NOTE: An alternative and the preferred method of acquiring samples is to request that the PSU incorporate into the PO or bid solicitation process, a request for a preproduction sample. This method allows the OPI to evaluate whether the commodity meets the Department's needs prior to the issuance of a PO or delivery of the entire shipment and completion of the purchase.

12. RECORDS MANAGEMENT. The GC Sections 14740 through 14774 requires the Director of the DGS to establish and administer a records management program. The Director assigned development and coordination of the statewide records management program to the California Records and Information Management (CalRIM) Program. Through CalRIM, each agency must manage its own records management program. However, CalRIM establishes the overall records management policies, procedures, and standards, including the procurement of office paper shredders and office filing equipment. The Records Management Analyst (RMA), located within the BSS, has authority over the records management program within the CHP.

a. Office Paper Shredders. Office paper shredders have been reclassified as an operating expense and may be purchased, up to a cost of \$2,500, using the P-Card for payment. Shredders with a cost more than \$2,500 must be requisitioned. Commands shall only use a "cross-cut or confetti" type shredder when destroying confidential and/or sensitive documents. Prior to submission of the requisition, an e-mail shall be forwarded to the RMA at [ABS-RMA@chp.ca.gov](mailto:ABS-RMA@chp.ca.gov) for review and approval.

b. The following considerations shall be made when purchasing a shredder:

- (1) Confidential destruction services offered by the CalRIM at the State Records Center in West Sacramento should be utilized for large amounts of material.

(2) Special attention shall be given that materials are retained as provided under the Records Retention Schedule and are not destroyed before the retention period would allow.

(3) The size/capacity of the shredder selected should be at least equal to the amount and type of material(s) to be shredded to ensure maximum useful life of the equipment.

(4) Will the paper by-product be recycled in an existing recycle program? (Refer to the RMA for information on recycling possibilities.)

c. Office File Cabinets. Office file cabinets are minor equipment that must be requisitioned using budgeted equipment funds. Prior to submission of the requisition, an e-mail shall be forwarded to the RMA for review and approval. The request shall include a justification which addresses the following items:

(1) Identify the records to be stored in the requested equipment as described in the Records Retention Schedule located at [http://home.chp.ca.gov/org/acs/asd/bss/rec\\_retention.pdf](http://home.chp.ca.gov/org/acs/asd/bss/rec_retention.pdf). Include the record series title, schedule number, and item number.

NOTE: If the justification is for a new record series or will be supported by an approval number on the Records Retention Schedule for more than five years, contact the RMA for instructions.

(2) If drawer filing equipment is requested instead of shelf files (which are state standard), explain in detail why shelf files are not acceptable. If there are space constraints, attach a detailed diagram of the office layout to scale. If confidential documents must be maintained under locked conditions, shelf equipment is available with doors and locks.

(3) The RMA will review the justification for the purchase of new or used filing equipment, including filing equipment of modular furniture. The RMA will review the request and supporting justification. The request will not be approved unless the justification is shown to comply with the stated criteria. A copy of the e-mail approval must be attached to the requisition.

### 13. TYPES OF GOODS WHICH ARE NOT ORDERED BY REQUISITION.

a. Ford, General Motors (Chevy), and Fiat (Dodge) Automotive Parts. Ford, General Motors (Chevy), and Dodge (Fiat) automotive parts, including automotive batteries, are procured utilizing a DGS LPA mandatory contract. The PSU will annually generate a blanket PO for each Division. It will be the Division's

responsibility to disseminate the blanket PO, associated ordering form, and any related instructions to their commands with fleet responsibilities. The PSU will notify Divisions of the current approved supplier(s) by providing direction for the purchase of Ford, Chevy, and Dodge automotive parts via Communications Network (Comm-Net) message. The Comm-Net message shall include the information below. In lieu of a DGS LPA contract not being available, commands are authorized to use the P-Card to purchase Ford, Chevy, and Dodge automotive parts.

- (1) Instructions regarding how to place an order for Ford, Chevy, and Dodge automotive parts.
- (2) Instructions regarding submission of invoices for payment.
- (3) Direction that commands only need to contact the PSU if changes are required.

b. Gasoline and Propane. Gasoline and propane are procured utilizing a DGS LPA mandatory contract. The PSU will annually generate a blanket PO for command(s) with fleet responsibilities. The commands will receive a PO, denoting the supplier and telephone number, the product description, instructions for maintaining a log sheet, and the FI\$Cal PO number required on each invoice. In lieu of a DGS LPA contract not being available, commands are authorized to use the P-Card for these purchases.

c. Penal and Vehicle Codes. Except for the Academy and the CHP Headquarters Library, hard copies of the Penal Code book will no longer be purchased. The Penal Code books are available to all personnel through the CHP Intranet site under Resources. If a command believes a hard copy must be purchased, they must submit a request through channels to the appropriate Commissioner for approval. Hard copies of the Vehicle Code book are ordered annually and distributed to the Division offices. The Division offices are to disseminate the Vehicle Code books to their respective field offices.

d. Newspapers. Subscriptions should be requisitioned through FI\$Cal on an annual or semiannual basis. Invoices must be approved pursuant to direction outlined in HPM 11.1, Chapter 24, Payment of Invoices. Petty cash or the P-Card shall not be used to pay for subscriptions.

e. Business Cards. Business cards are issued to CHP employees who have a reasonable amount of public contact. Business cards are not an operational necessity and therefore do not meet the criteria of an emergency purchase. At this time, business cards are restricted to business required.

(1) Business cards will be provided for clerical supervisors and above, sergeants and above, and for those employees in special assignments when a commander specifies that the cards are an integral part of their job (e.g., public information officer (PIO); vehicle theft investigator; motor carrier specialist; and officers who provide dignitary, capitol, or judicial protection). Justifications are reviewed for appropriateness by the requesting command and, when necessary, by the commander of the BSS.

(2) Only the departmentally approved design will be provided. The maximum order is two boxes (500 cards). Orders for more than two boxes should be limited to those individuals with an extremely high volume of contacts (e.g., commanders, recruitment officers, and PIOs).

(3) Business card orders require the completion of the electronic CHP 25, Business Card Template, for each individual card order. Once the CHP 25 is completed, the "submit" button must be selected to automatically print a hard copy of the form and to submit an electronic copy to the BSS. Requestors are required to obtain a commander's signature on the hard copy of the CHP 25 that will be submitted to the BSS in PDF format via e-mail to BusinessCards@chp.ca.gov. The Reproduction Unit will only produce orders after the BSS receives the electronic and the approved signed PDF copy of the CHP 25. The CHP 25 is available only on the CHP Intranet site under Forms.

14. REQUISITION PREPARATION. For complete requisition instructions, refer to the CHP Intranet site, Resources, FI\$Cal and Requisitions, FI\$Cal Resources.

a. General Instructions. The following instructions apply to all requisitioned goods:

(1) Commands shall enter requisitions into FI\$Cal via their identified FI\$Cal Requisition Processor. There are two levels of approval within the FI\$Cal system. The first level has been designated by the CHP at the Division level and the second level has been designated by the CHP at the Executive level.

(2) Goods that have a specified funding source, such as IT, telecommunications, Grants, or Asset Forfeiture, may require additional approval. This additional approver shall be inserted into the approval process as an ad-hoc approver. (Refer to the CHP Intranet site, Resources, FI\$Cal and Requisitions, FI\$Cal Resources for ad-hoc approvers.)

(3) Separate requisitions shall be prepared for goods obtainable from different suppliers or from different DGS LPA contracts. If a variety of goods

are available from the same supplier or are included on one DGS LPA contract, the goods may be listed on the same requisition.

(4) Complete information shall be entered onto the requisition before a requisition can be processed by the PSU in FI\$Cal. A completed requisition includes:

(a) All required approvals shall be obtained, including ad-hoc approval, if required.

1 If an ad-hoc approval is required, the command must first obtain approval before forwarding the FI\$Cal-approved requisition ID number, via e-mail, to the PSU for processing. For a list of goods requiring ad-hoc approval, refer to Annex B. For a list of requisition ad-hoc approvers, refer to the CHP Intranet site, Resources, FI\$Cal and Requisitions, FI\$Cal Resources for ad-hoc approvers.

(b) When forwarding a requisition ID number to the drop box, the e-mail subject line shall use the following naming construction:

FI\$Cal Requisition ID Number	OPI Location Number	Commodity Description
0000000123	076	Soft Body Armor

(c) If the requisition does not contain the following information, it will not be processed until all information is received:

- 1 Complete and accurate Chart of Account fields.
- 2 Adequate item description.
- 3 Price quotes.
- 4 A brief business-use explanation in the remarks/justification area.

(5) A requisition may be submitted at any time except after the end of the FY deadlines referred to in paragraph 20. of this chapter.

(6) When a command requires storage and/or distribution of a commodity delivered to the SSU, the requesting command shall:

(a) Obtain prior written approval from the SSU Warehouse Manager to store and/or distribute the commodity. A copy of the approval shall be attached to the requisition.

(b) For goods to be distributed from the SSU, a distribution list shall be attached detailing the quantity and location address.

NOTE: The PSU will not process the requisition until the SSU approval and distribution list are received.

(7) As defined in paragraph 8.I., when requisitioning an item to be produced with another entity's trademark, the commander shall:

(a) Assure the CHP has approval to use the word, number, picture, or design for the designated event or commodity.

(b) Likewise, if the CHP logo is printed on the item for use by another entity, the command shall obtain appropriate approvals.

(8) For goods requiring printed artwork, the requisition shall include a color copy of camera-ready artwork created by the Academy Graphic Services Unit (GSU).

NOTE: If necessary, the OPI is to contact the Academy GSU to arrange for camera-ready artwork. Camera-ready artwork is required to be uploaded into FI\$Cal upon submission of the requisition.

(9) Requisition distribution is as follows:

(a) Original—Submit through FI\$Cal to the PSU along with all attachments (justifications, specifications, samples, artwork, etc.) displaying all authorized approvals.

(b) Duplicate—Retain at originating command with all back-up information.

1 Each command should maintain a complete file of requisitions, with attachments. A copy of the corresponding PO should be attached to the requisition indicating the request has been processed.

2 When the requested item(s) is received, the receipt of goods process shall be followed. (Refer to paragraph 17. of this chapter.)

(10) The command's reference file will be a valuable resource to follow up on problems, such as an incomplete delivery of goods. (Refer to paragraph 17. of this chapter.)

b. Obtaining Price Quotes/Estimates.

(1) Acquisitions Valued at Less Than \$10,000. In accordance with GC Section 14838.5(c), state agencies shall obtain two price quotes from responsible suppliers for the acquisition of goods estimated to cost less than \$10,000. For the PSU to ensure that fair and reasonable pricing is achieved, commands shall:

(a) Obtain price quotations, including applicable shipping charges, from two suppliers. Complete the requisition and document the two quotes on a CHP 315, Price Comparison Worksheet.

(b) The SB, MB, and/or DVBE suppliers, as defined in paragraphs 8.p. and 8.q. of this chapter, shall first be solicited. If the supplier is a noncertified business, provide a justification of the efforts used to attain a certified supplier.

(c) Submit the completed requisition and all required attachments, via e-mail, to the PSU for processing.

(d) If only one supplier of the commodity is known, submit the requisition to assist in obtaining an alternate quote or documentation of fair and reasonable pricing. Provide justification why there is only one supplier known for this commodity.

(2) Acquisitions Valued at \$10,000 or More. For acquisitions valued at \$10,000 or more, the DGS PD requires state agencies to follow extensive guidelines and provide complete file documentation for audit purposes. Therefore, the PSU is responsible for conducting all solicitations for acquisitions with a value of \$10,000 or more. Commands shall:

(a) Obtain pricing, for estimation purposes only, from a supplier able to provide the needed product(s). Where feasible, the price estimate should be from SBs, MBs, and/or DVBEs. If other suppliers of the product(s) are known, enter their business name, address, telephone number, and contact person in FI\$Cal on the CHP 315.

(b) Requisitions containing reference to brand or trade names or other specifications which have the effect of limiting bidding to one brand or

trade name, as defined in paragraph 8.j. and 8.l. of this chapter, must be appropriately documented on the requisition addressing the following:

- 1 The unique performance factors of the good(s) specified.
- 2 Why are these specific factors required?
- 3 What other good(s) have been examined, rejected, and why?
- 4 Submit the completed requisition along with any artwork, specifications, approvals, or other documentation pertaining to the commodity to the PSU for initiation of the actual bid process and issuance of a PO.

(3) Additional price quotations/comparisons are not required when:

- (a) Goods are available from LPAs and the CALPIA.
- (b) A supplier is the only known manufacturer and/or supplier who can provide the goods and no competition exists. (Refer to Annex A of this chapter for detailed instructions.)

#### 15. TIME FRAMES FOR PROCESSING THE REQUISITION.

- a. Routine. The requisition is normally processed in the order that it is received and time/date-stamped in the PSU. The process time from receipt of the requisition to the issuance of the PO is approximately 30 days. This process time applies to off-the-shelf goods available on state contract, the SPS, and goods from the CALPIA.
- b. Complex. Commands should allow for longer processing times when requested goods require the review or development of specifications, market research, in-house bid process, complex CMAS orders, OPI review process, etc. The process time will vary depending on the complexity of the request and method of acquisition required by statute. Commands shall ensure such time frames are discussed with the buyer prior to submitting a requisition to avoid expedite processing.
- c. Expedite. Expedite requests for the purchase of goods shall be forwarded, via e-mail, to the Division commander and to the ASD commander for approval. Commanders are prohibited from requesting a PO be prepared for goods already authorized or received by the requesting command.

## 16. DOCUMENT PROCESSING.

a. After receipt of a completed requisition, the PSU will log and assign it to the appropriate buyer for processing. The buyer will:

- (1) Analyze the data and determine the best method of acquisition.
- (2) Initiate the actual bid process for acquisitions of \$10,000 or more.
- (3) Ensure compliance with all statutes and laws, as defined in paragraph 8. of this chapter (e.g., the SABRC, the SB, MB, and DVBE Program). (Refer to SCM FI\$Cal, 2.B9.0, for specific instructions regarding the requestor's responsibility to obtain SB, MB, and DVBE information.)
- (4) Prepare the FI\$Cal PO.
- (5) Ensure the funding information is accurate and obtain necessary approvals.
- (6) Distribute PO copies and retain file.
- (7) Send a copy of the purchase document to the requesting command as notification the order has been processed.
- (8) Where applicable, forward appropriate property tags to be affixed to major, minor, and sensitive equipment as required in Chapter 8., of this manual.

## 17. DELIVERY AND PAYMENT OF INVOICE.

a. When goods are delivered to a command, they must be checked immediately for content and damage. Employees accepting delivery should note any obvious or possible concealed damage to packing containers on the delivery receipt/slip.

- (1) If all goods are acceptable (no damage), the requestor must receive goods/services in FI\$Cal within three business days. (Refer to HPM 11.1, Chapter 24, for further information.)
- (2) Serial numbers shall be noted in FI\$Cal upon acknowledging receipt of goods.
- (3) The FI\$Cal system will create a FI\$Cal receipt ID number.
- (4) Requestor to note the FI\$Cal receipt ID number on freight or packing slip.

- b. When a delivery of an order has been received:
  - (1) The invoice shall be immediately cross-referenced against the PO.
  - (2) Identify the delivery as fully or partially received.
  - (3) If no dispute(s), the invoice shall be stamped with the “CHP approved for goods received” stamp and all the requested information on the stamp is to be filled in/completed.
  - (4) The approved invoice, freight, and/or packing slip shall be uploaded, regardless if it was fully or partially received, to the ASD Repository at <https://chp2go.sharepoint.com/sites/asddr/SitePages/NewHome.aspx>. The FMS will process the invoice for full or partial payment. (Refer to HPM 11.1, Chapter 24, for further information.)
- c. If damaged goods are delivered by the supplier, commands are to refuse shipment and immediately contact the supplier’s place of business to make arrangements for replacement of the damaged goods. If unable to resolve, contact the PSU for further direction.
- d. Damaged goods delivered by common carrier shall be acknowledged on the freight bill by the carrier’s driver before being accepted. The command will hold the damaged goods and then:
  - (1) Contact the carrier’s administrative office to schedule a time to conduct an inspection of the delivery (ask the carrier’s driver which office to call). All packing materials should be retained until the inspection is completed.
  - (2) After joint inspection by the carrier and the command, the PSU shall be notified by memorandum so that proper action can be taken to repair, replace, and/or make a claim against the carrier for the damage or loss. The PSU must have a copy of the carrier’s freight bill, signed by the driver, acknowledging damage.
- e. Commands should suspense the PO and closely monitor supplier compliance to delivery dates. On overdue deliveries, commands should first contact the supplier for the status. If unable to resolve, contact the PSU for assistance.

18. PERFORMANCE OF THE CONTRACTOR. Problems concerning the supplier’s performance must be fully documented in writing and made a part of the procurement file. All formal documentation submitted to the supplier must be made a part of the procurement file. It is critical that performance issues be dealt with as expeditiously as

possible. When the contract manager has determined the work under a PO is unsatisfactory and initial contact with the supplier has not resolved the problem, the contract manager shall notify the PSU to prepare written notification to the supplier. The written notification shall be delivered to the supplier by **certified mail**. The notification must:

a. Include a completed STD. 4, Contract/Contractor Evaluation, in the procurement file. This form is to be completed for procurements \$10,000 or over, and within 60 days of completion of the PO. A fully completed STD. 4 shall remain in the procurement file. If there is a negative report, a copy shall be forwarded to the PSU who will forward a copy to the DGS PD within five days of completing the evaluation. (Refer to SCM FI\$Cal, 5.A1.19.)

b. Explain why the work is not satisfactory and what corrective action is expected. Any previous contact with the supplier by the contract manager will be documented in the letter at that time (e.g., e-mails, telephone conversations, and letters).

NOTE: The STD. 4 shall also be used for all procurements where work was completed unsatisfactorily.

c. Give a deadline of when corrective action is to be completed.

d. Inform the supplier that if the problem(s) is not corrected or if performance does not satisfactorily improve by the said date, the CHP will terminate the procurement; have the work finished by another supplier; and hold the original supplier liable for any additional costs, including administrative fees and the related costs of rebidding the work.

#### 19. CANCELLATION OF A REQUISITION OR PURCHASE ORDER.

a. If a command determines a commodity requested on a requisition is no longer needed and a PO has not been prepared, the requestor shall cancel or process a change order to the requisition in FI\$Cal and notify the PSU immediately by telephone, followed in writing either by a memorandum or e-mail, requesting cancellation of the requisition or deletion of an item.

b. If a command determines a commodity requested is no longer needed and the PSU has already generated a PO, the command shall immediately notify the PSU by telephone, followed in writing by a memorandum or e-mail, requesting cancellation of the PO and providing a brief reason for the request. The PSU will contact the supplier to:

- (1) Determine if there are any charges for cancellation (e.g., restocking fees or other costs already incurred by the supplier).
- (2) If a restocking fee or other costs have been incurred by the supplier, the PSU will notify the command of these costs. Depending on the charges, the command may either:
  - (a) Cancel the request to terminate the PO.
  - (b) Agree to the cancellation charges.
- (3) Based upon the wishes of the command, the PSU will either cancel the PO or let the transaction continue. If cancelled, the PSU will forward verification of the request to the command.

20. END OF FISCAL YEAR DEADLINES FOR SUBMITTING REQUISITIONS.

- a. Fiscal year-end deadlines, including DGS PD purchase estimates, for all commodity purchases are announced via a Comm-Net message prepared annually. Fiscal year-end deadlines must be adhered to, to comply with the DGS mandated deadlines.
- b. A requisition received after the specified FY purchase deadline date will be returned to the requesting command for processing the following FY.
- c. Exceptions to the deadline date will be allowed only if:
  - (1) Approval is obtained through channels from the appropriate Commissioner. After receiving approval, the requestor shall contact the PSU to coordinate the procurement.
  - (2) The purchase is required by an emergency as defined in paragraph 8.o. of this chapter.

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## ANNEX A

### NON-COMPETITIVELY BID CONTRACT JUSTIFICATION PROCEDURE

Pursuant to various Governor Executive Orders and the Department of General Services (DGS) Management Memorandums, competitive bidding processes will be employed to the maximum extent required by law. The acquisition of commodities valued at \$10,000 or more, where only one known manufacturer and/or supplier can provide the goods and no competition exists is called Non-Competitively Bid (NCB). Where no competition exists and the Department determines that the commodity is necessary to its operation, the following steps must be taken:

1. The requesting command shall complete the current NCB Contract Justification form by addressing each question listed. To obtain the most current version, refer to the DGS Procurement Division Web site at: [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd).
2. The requesting command shall then enter a requisition into the Financial Information System for California attaching a current California State Transportation Agency (CalSTA) Issue Memorandum and NCB. Contact your Division office for current format.
3. Once approved internally, the Assistant Commissioner, Staff, will forward the forms to the CalSTA Secretary for review and approval.
4. Upon return receipt of the CalSTA-approved NCB, the Purchasing Services Unit (PSU) will prepare the purchase order (PO). For goods valued less than \$50,000, the PSU will prepare the PO. For goods valued \$50,000 or more, the PSU will submit to the DGS via the NCB portal, for their review and approval. If approved, the DGS will process the acquisition on the Department's behalf.

NOTE: The above procedure applies to both the specific brand and NCB purchases, with the exclusion of the CalSTA approval for specific brand purchases.

**NON-COMPETITIVELY BID (NCB) CONTRACT JUSTIFICATION**

For use on all information technology (IT) and non-IT goods and services acquisitions.  
 Attach to Std. 65, Std. 66 or Std. 821, as applicable.

This justification document consists of two (2) pages. All information must be provided and all questions must be answered. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

Requesting Department Information				
<b>Agency:</b> Transportation Agency		<b>Department:</b> California Highway Patrol (*Includes Boards, Commissions, and Associations)		
<b>Institution (if applicable):</b>				
Department Contact Information				
<b>Contact/Buyers Name:</b> David Bayoneta		<b>Street Address:</b> California Highway Patrol 601 North 7 <sup>th</sup> Street Sacramento, CA 95811		
<b>Telephone:</b> (916) 843-3621		<b>Mailing Address:</b>		
<b>FAX:</b> (916) 322-3155				
<b>E-Mail:</b> DBayoneta@chp.ca.gov				
<b>Technical Contact Name:</b> Phil Jones		<b>Telephone:</b> (916) 376-3410	<b>E-mail:</b> pjones@chp.ca.gov	
Required Contract Information				
<b>Contractor Name:</b> StarChase LLC				
<b>Contractor Address:</b> P.O. Box 10057, Virginia Beach, VA 23450				
<b>Original Contract Amount Excluding:**</b> \$96,389.00 <small>(*Includes original contract and previously approved amendments)</small>	<b>Total Original Contract Amount:*</b> \$ <small>(*Includes original contract and previously approved amendments)</small>	<b>Amended Amount: *(if applicable)</b> \$ <small>(*Includes original contract and all amendments, including current amendment)</small>	<b>Amended Contract Amount</b> \$ <small>(*Includes original contract and all amendments, including current amendment)</small>	<b>Has work commenced?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Have goods been acquired?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>Attach explanations for any "Yes" answers.</small>
<b>Provide a brief description of the acquisition, including all goods and/or services the contractor will provide:</b>				
The StarChase Pursuit Management System is designed to decrease the number of pursuit-related collisions by reducing the amount of time patrol vehicles are actively involved in Code-3 operations. The StarChase Pursuit Management System utilizes a compressed air launcher to deploy a projectile (tag) that is embedded with a Global Positioning System (GPS). The tag attaches to the suspect's vehicle (moving or stationary) and transmits the vehicle's location every few seconds. A real time mapping program enables monitored tracking from a communications center until the vehicle/suspect can be intercepted. Costs include the procurement of 17 complete launcher systems, training, extended warranty, access to GPS Data/Mapping, and applicable taxes (see attached StarChase price quote sheet).				
Contract Type and Term				
<b>Contract Type:</b> Select One: <input checked="" type="checkbox"/> Non-IT Goods <input checked="" type="checkbox"/> Non-IT Service <input checked="" type="checkbox"/> IT Goods <input type="checkbox"/> IT Service <input type="checkbox"/> IT Goods & Services	<b>Contract Term:</b> Begin: _____ End: _____ Explain late contract submittal (services only): _____	<b>Type of Award:</b> CMAS: <input type="checkbox"/> Master: <input type="checkbox"/> Competitive: <input type="checkbox"/> Form 42: <input type="checkbox"/>	<b>Will this transaction be financed?</b> No <input checked="" type="checkbox"/> Yes _____  If yes, attach the Statement of Compliance to the State Financial Marketplace to this form	
Required Approvals				
<b>Department</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>M. A. Stanley 9/26/16</i> Signature of Director or Designee/Date <b>WALTER STANLEY</b> Type Name of Directory or See next page instructions		<b>Agency</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Brian C. Annis 10-17-16</i> Signature of Agency Secretary or Designee/Date <b>BRIAN C. ANNIS, UNDER SECRETARY</b> Type Name of Agency Secretary or See next page instructions		<b>Dept. of General Services</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature of Director or Designee/Date Type Name of Director or Designee

\*\*Excluding sales and use tax, finance charges, postage and handling.  
 Shipping charges are also excluded from the dollar threshold limits

Remit completed form to

Procurement Division  
 One-Time Acquisitions

unless the shipping charge is included in the evaluation such as Free on Board (FOB) Origin, Freight Collect or FOB Destination

707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605

**Signature Instructions for Agencies with an Agency Secretary**

This form requires approval by Agency Secretary or Agency Undersecretary and the Department director or designee. The Agency Secretary may designate one person, in addition to Agency Undersecretary, to sign on his/her behalf, of cabinet officer level (e.g., Assistant Undersecretary, Deputy Secretary, etc., the actual title is dependent upon the Agency's organizational structure). The department director may delegate review and approval authority to his/her deputy directors and/or the Procurement and Contracting Officer. The director's designee shall send ratification notification to their director upon the designee's approval of the NCB transaction. The typed name and signature must match for both signatures.

**Signature Instructions for Agencies that do not have an Agency Secretary**

This form requires approval by the highest ranking executive officer or designee. The highest ranking officer may designate one person to sign on his/her behalf subject to DGS approval. The highest ranking officer may delegate review and approval authority to his/her deputy directors and/or the Procurement and Contracting Officer. The designee shall send ratification notification to their highest ranking executive officer upon their approval of the NCB. The typed name and signature must match.

**Complete responses must be provided for all of the following items.**

**A. THE GOOD/SERVICE REQUESTED IS RESTRICTED TO ONE SUPPLIER FOR THE REASONS STATED BELOW:**

**1. Why is the acquisition restricted to this good/service/supplier?**

(Explain why the acquisition cannot be competitively bid. Explain if this is an emergency purchase or how the supplier is the only source for the acquisition and reference the PCC that applies, i.e., 12102, 10301/10302, or 10340.)

Per Public Contract Code, Section 10301, the CHP has determined that StarChase LLC is the only manufacturer and supplier offering a product which meets the Department's specifications.

**2. Provide the background of events leading to this acquisition.**

In the spring of 2014, Mr. Trevor Fischbach, President of StarChase, LLC, contacted Administrative Services Division (ASD) regarding a product designed to reduce the risks associated with vehicle pursuits. The ASD directed the Academy to research the product and evaluate its usefulness for the Department. On July 28, 2014, the Academy submitted an issue memorandum, regarding the StarChase product, and recommended a field study be conducted in order to evaluate the product's effectiveness as a tool for the Department. As a result of the issue memorandum, the Commissioner's office requested the Academy submit a proposal for a pilot study in two Area commands.

**3. Describe the uniqueness of the acquisition (why was the good/service/supplier chosen?)**

The StarChase Pursuit Management System (StarChase) is designed to decrease the number of pursuit related collisions by reducing the amount of time actively involved in Code-3 operations. The system allows an officer to remotely affix a Global Positioning System (GPS) tracking device (tag) to a pursued vehicle using an air pressure system to discharge a tracker tag from a StarChase equipped patrol car. Once the tracker tag is affixed, its location can be tracked using a computer with an internet connection. The StarChase fires a non-lethal soda can-sized GPS tracking tag with a strong adhesive magnet from the patrol car onto a suspect vehicle. The GPS tracking system is always on, and reports its location every five seconds.

The StarChase LLC, Launcher System and GPS Tracking System is the only product of its type available to the law enforcement community. The delivery system is compatible with the vehicles currently in service and the method of delivery is consistent with CHP pursuit policy.

**4. What are the consequences of not purchasing the good/service or contracting with the proposed supplier?**

The Department currently has several tools to assist with terminating a pursuit: The pursuit immobilization technique, hollow spike strip, ramming, channelization, boxing-in, and willful discontinuance. All tools, except the willful discontinuance, hold some degree of danger to CHP personnel, the suspect, and public. Furthermore,

there is potential damage to CHP equipment when some of the methods such as the pursuit immobilization technique are utilized. The StarChase system still holds a degree of danger to CHP personnel, and does not guarantee the suspect will discontinue driving in an unpredictable manner after a pursuit is aborted. However, the degree of danger to CHP personnel can be minimized by having policy and procedure outlining under what conditions it should be implemented. It is the intent that this system will provide increased safety for officers, the suspect, and the public.

**5. What market research was conducted to substantiate no competition, including evaluation of other items considered?**

(Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The names and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

The Department is committed to fair and unbiased evaluation of products. Market research included the Internet, law enforcement periodicals, and law enforcement product vendors. At the conclusion of the research efforts, staff identified the StarChase system as the sole product on the market capable of supporting and delivering an effective alternative to vehicle pursuit operations.

**B. PRICE ANALYSIS**

**1. How was the price offered determined to be fair and reasonable?**

(Explain what the basis was for comparison and include cost analyses as applicable.)

Due to the uniqueness of the StarChase systems, there are no other vendors offering a compatible system. No price comparison could be completed. A sole source request for the purchase of StarChase system is requested. The CHP will continue to monitor the pursuit termination/alternative market for the emergence of a comparable system. The total cost for StarChase Systems is \$96,389.00. This includes local tax, the procurement of 17 StarChase systems (see attached StarChase system price quote sheet).

**2. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier**

Per the attached quote from StarChase Systems LLC, the company is providing an approximately 50 percent discount on their system, training, support, and access to data/mapping.

## **Non-Competitively Bid (NCB) Contract Justification Corrective Action Plan**

This section must be completed for any NCB that could have been competitively bid but was not due to insufficient time to complete the competitive acquisition process. This does not apply to emergency procurements in accordance with PCC Sections 10302, 10340(b)(1) and 12102(a)(2).

**Complete responses must be provided for all of the following questions:**

**1. Why is the submission of a NCB necessary and what are the determining factors that caused the problem?**

Explain why your department has not conducted a competitive bid. Provide the background of events (timeline) leading to the submission of this NCB. Identify any critical time delays or issues that prevented your department from completing this acquisition using a competitive process (i.e., budget, approvals, and/or appropriate analysis).

N/A

**2. What are the consequences of not having this NCB approved?**

Describe in detail the impact to the department and to the program(s) if the NCB is not approved.

N/A

**3. How will your department ensure adequate planning to prevent submittal of NCB's for goods or services that should have been competitively bid?**

Provide a detailed plan of your department's efforts to improve your acquisition planning to maximize the use of competition to meet your needs. This plan must include how the department will provide for a tracking system to ensure timely review of upcoming requirements. Departments acknowledge that submission of a corrective action plan is the basis for how the department will provide for sufficient time to use competition in the acquisition process. Failure to follow the Corrective Action Plan may result in the loss of your department's delegated procurement authority. This plan must be kept on file for future auditing purposes.

N/A

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## ANNEX B

### TYPE OF COMMODITIES REQUIRING ADDITIONAL REVIEW/APPROVAL

<u>Commodity Goods</u>	<u>Reviewing/Approving Command</u>
Major, minor, or sensitive equipment/furniture	Respective Division
Vehicles (including trailers, automotive equipment)	Fleet Operations Section
Computer equipment/software	Respective Division Information Technology Section
Goods for building repair/maintenance	Facilities Section
Communications equipment/supplies (e.g., telephones, cell phones)	Respective Division Telecommunications Section
Equipment/supplies for helicopter and fixed wing aircraft	Office of Air Operations/ Headquarters
Publications/subscriptions	Respective Division or Headquarters Library, if applicable
Multi-function devices (copiers)	Information Technology Section
Postage machines	Business Services Section/ Special Projects Unit Manager
Forms	Business Services Section/ Automated Business Solutions Unit
Asset forfeiture expenditures	Field Support Section
Federal grant expenditures	Special Projects Section/ Grants Management Unit
Police protective equipment/supplies not stocked at the Supplies Services Unit	Academy

Non-Competitively Bid acquisitions

Respective Division  
Commissioner's Office  
California State Transportation Agency

Donated property or surplus equipment

Administrative Services Division



## ANNEX C

### PURCHASING FILE DOCUMENTATION CHECKLIST PROCUREMENT OF GOODS

#### PURCHASING PACKAGE CHECKLIST

Requestor to review for appropriate documentation prior to submission to  
Purchasing Services Unit

AREA: \_\_\_\_\_ Type of Goods: \_\_\_\_\_ DATE: \_\_\_\_\_

#### I. Financial Information System for California

- Are all the Financial Information System for California (FI\$Cal) tabs completed (no blank tabs, when appropriate N/A should be used)?
- Are all required Chart of Account fields located on the purchase order populated?
- Are all required Chart of Account fields accurately located on the purchase order?
- Are all approvals obtained to include, if necessary, Office of Primary Interest-related approvals (i.e., Information Management Division for Information Technology, Telecommunication, Facilities, and Grants Unit for any grant funded purchases)?

#### II. Purchase/Commodity (the following are required for all purchases)

- Requesting Area location code and contact information.
- Product(s) clearly stated – including similar goods/specification.
- Delivery location.
- CHP 315, Price Comparison Worksheet.

#### III. Required Support Documentation

- CHP 78V, Conflict of Interest and Confidentiality Statement - Vendor.
- CHP 78S, Conflict of Interest and Confidentiality Statement - Employee.

- On file at Area command.
- CHP 116, Darfur Contracting Act Certification.
- STD. 204, Payee Data Record.

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