

Dollar Thresholds -- What To Do – Attachment A-1

CMAS and Master Agreements

	IT Goods and Services*
Amendments	<i>Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the Request for Offers process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendment. Amendments must be compliance with this MM 03-10 paragraph 7.</i>
Over \$ 500,000.00 Master Agreements ONLY	<ol style="list-style-type: none"> 1. <i>Obtain approval of DGS-PD to exceed the \$500,000.00 ordering limit; request must include at a minimum the following: project description, dollar value of the request, evaluation criteria to be used. All Requests for Offer (RFO) that exceed \$500,000.00 must be reviewed and approved by DGS-PD prior to release of the RFO. Prior to contract award, an Evaluation and Selection Report (E&SR) must be submitted to DGS-PD for concurrence with the intended awardee. Additional measures may be required by DGS. Submit all requests for exemption and requests for examples of E&SR's to DGS-PD, Technology Acquisitions Section</i> 2. <i>All qualified suppliers must be contacted, unless otherwise specified in the applicable User Guide.</i> 3. <i>All orders must be reported to DGS within 5 working days of award using the Notice of Contract Award form.</i>
\$ 500,000.00 and under	<i>Orders may not exceed \$500,000.00 unless an exemption is granted as provided above. Exemptions to the CMAS dollar limit are not allowed.</i>
Over \$250,000.00	<ol style="list-style-type: none"> 1. <i>Same instructions as in item 1 of "\$5,000.00 to \$250,000.00".</i> 2. <i>All orders must be reported to DGS within 5 working days of award using the Notice of Contract Award form. If only 1 offer is received, documentation required in item 1 of "\$5,000.00 to \$250,000.00" must be included with the Notice of Contract Award.</i> 3. <i>No variance of model contract terms is allowed.</i> 4. <i>Approval by Agency Secretary and Department Director or immediate next ranking official is required. Approval must be contained on the purchase order or contracting vehicle; the location on the ordering document for the signatures is up to each individual ordering entity.</i>
\$5,000.00 to \$250,000.00	<ol style="list-style-type: none"> 1. <i>Solicit a minimum of 3 offers including one small business and/or DVBE (if available) and document responses. If only 1 offer is received, the file documentation must include the reasons why the other 2 suppliers did not respond with an offer. Likewise, if only 2 offers are received, the file documentation must include the reasons why the third supplier did not respond. If more than 3 suppliers are solicited, the file need only document the responses or rationale to equal the minimum 3 offers required. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed (see Attachment B-1) or departments must conduct a competitive solicitation, if suppliers are known outside of CMAS contractors or Master Agreement contractors that can meet the department's requirements.</i> 2. <i>No variance of model contract terms is allowed.</i> 3. <i>Department officials must make a valid attempt to secure competition from viable contractors who are able to supply the goods and/or provide services. Neither a lack of sufficient CMAS contracts or Master Agreements nor the use of restrictive requirements meets the intent for achieving competition under this Management Memo.</i>
Under \$5,000.00	<i>Only one offer is required if it is established and documented that the price is fair and reasonable. If fair and reasonable cannot be established and documented, the requirements in "\$5,000 to \$250,000.00" apply, except for best value determination.</i>

***Best value criteria must be determined prior to solicitation of offers.**

Dollar Thresholds -- What To Do – Attachment A-2

CMAS and Master Agreements

	Non-IT Services*
Amendments	<i>Original orders, which do not include options for changes (e.g., quantity or time), may be amended. This only applies to the first amendment, the time shall not exceed one year, or add not more than 30% of the original order value, not to exceed \$250,000. The original contract must have permitted amendments. Outside of these conditions, the NCB process must be followed. Amendments must be compliance with this MM 03-10 paragraph 7.</i>
\$5,000.00 to \$250,000.00	<ol style="list-style-type: none"> 1. <i>Solicit a minimum of 3 offers including one small business and/or DVBE (if available) and document responses. If only 1 offer is received, the file documentation must include the reasons why the other 2 suppliers did not respond with an offer. Likewise, if only 2 offers are received, the file documentation must include the reasons why the third supplier did not respond. If more than 3 suppliers are solicited, the file need only document the responses or rationale to equal the minimum 3 offers required. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed (see Attachment B-2) or departments must conduct a competitive solicitation, if suppliers are known outside of CMAS contractors or Master Agreement contractors that can meet the department's requirements.</i> 2. <i>No variance of model contract terms is allowed.</i> 3. <i>Department officials must make a valid attempt to secure competition from viable contractors who are able to supply the goods and/or provide services. Neither a lack of sufficient CMAS contracts or Master Agreements nor the use of restrictive requirements meets the intent for achieving competition under this Management Memo.</i> 4. <i>CMAS and Master Agreement orders for non-IT services may not exceed \$250,000.00.</i>
Over \$50,000.00	<ol style="list-style-type: none"> 1. <i>CMAS orders, DGS-PD review and approval required.</i> 2. <i>Master Agreements, DGS-OLS review and approval required.</i>
Under \$5,000.00	<i>Only one offer is required if it is established and documented that the price is fair and reasonable. If fair and reasonable cannot be established and documented, the requirements in "\$5,000.00 to \$250,000.00" apply.</i>

***Best value criteria must be determined prior to solicitation of offers.**

Dollar Thresholds -- What To Do – Attachment A-3

CMAS and Master Agreements

	Non-IT Goods*
Amendments	<p><i>Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the Request for Offers process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendment. Amendments must be compliance with this MM 03-10 paragraph 7.</i></p>
\$5,000.00 to \$100,000.00	<ol style="list-style-type: none"> 1. <i>Solicit a minimum of 3 offers including one small business and/or DVBE (if available) and document responses. If only 1 offer is received, the file documentation must include the reasons why the other 2 suppliers did not respond with an offer. Likewise, if only 2 offers are received, the file documentation must include the reasons why the third supplier did not respond. If more than 3 suppliers are solicited, the file need only document the responses or rationale to equal the minimum 3 offers required. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed (see Attachment B-3) or departments must conduct a competitive solicitation, if suppliers are known outside of CMAS contractors or Master Agreement contractors that can meet the department's requirements.</i> 2. <i>No variance of model contract terms is allowed.</i> 3. <i>Department officials must make a valid attempt to secure competition from viable contractors who are able to supply the goods and/or provide services. Neither a lack of sufficient CMAS contracts or Master Agreements nor the use of restrictive requirements meets the intent for achieving competition under this Management Memo.</i> 4. <i>CMAS and Master Agreement orders for non-IT goods may not exceed \$100,000.00.</i>
Under \$5,000.00	<p><i>Only one offer is required if it is established and documented that the price is fair and reasonable. If fair and reasonable cannot be established and documented, the requirements in "\$5,000.00 to \$100,000" apply, except for best value determination.</i></p>

***Best value criteria must be determined prior to solicitation of offers.**