

Emergency Contact Information:

NAME	CELL PHONE	AREA OF OVERSIGHT
Melinda Peacock	(916) 201-4905	Emergency Contracts or Procurements / P-card increases
Amy Mowrer	(916) 878-6399	Emergency purchases (non-IT goods)
Don Ronalter	(408) 685-5264	Emergency purchases (non-IT goods) / P-card increases
Valinda Roberts	(916) 584-1054	Business Operations listed below
Kim Karcher	(916) 531-3458	Warehouse, Mailroom, Citibank Card, Voyager Card, Fleet
Mike Boll	(916) 202-4874	Voyager Card, Fleet
Lisa Bays	(916) 204-1269	Facilities, State Owned Housing, Payable Grants
Tami Tomasello	(916) 599-0923	Facilities

The following are the critical functions with pertinent updates for BMB.

EMERGENCY ACQUISITION OF GOODS AND SERVICES:

1. Department of General Services Acquisitions Guidance: On March 17, 2020 the Department of General Services (DGS) issued formal guidance regarding the procurement of goods and services related to the Governor's Proclamation of a State Emergency and Executive Order N-25-20 that addresses the COVID-19 emergency. Per DGS, as a result of this proclamation, Government Code and Public Contract Code requirements for competitive bidding and advertising, as well as CDFW delegated purchasing authority thresholds, have been suspended if related to the procurement of goods and services needed to assist in mitigation efforts for the COVID-19 response. Buyers shall classify their emergency purchase acquisition method as **Emergency – Public Contract Code – NON-COMPETITIVELY BID.**

The following are points of clarification from DGS:

- Buyers are encouraged, but not required, to use Leveraged Procurement Agreements (LPAs) issued by DGS wherever possible. However, the normal competition requirements set forth in each LPA (e.g. acquiring multiple quotes) do not apply.
- Buyers are encouraged, but not required, to use Small Businesses or Disabled Veteran Business Enterprises (SB/DVBE) wherever possible. Please remember, SB/DVBE invoices still require prompt attention to avoid late payment penalties and ensure SB/DVBE vendors receive timely payment.
- Buyers may use the P-card as a payment mechanism to acquire emergency goods and services related to COVID-19 response. DGS has waived P-card purchasing thresholds related to this emergency proclamation. Continue to contact BMB at BMBProcurement@wildlife.ca.gov to request credit limit changes.

This direction is ONLY related to the acquisition of goods and services related to the COVID-19 emergency response effort. Normal purchases (e.g. routine office supply purchases) are required to follow normal state procurement rules and regulations.

2. DGS Office of Legal Services: The DGS Office of Legal Services (OLS) is now accepting electronic copies of contracts for review and approval. Effective immediately, BMB Contracts Management Unit (CMU) has begun routing all contracts for review and signature electronically.

BMB COVID-19 Response
Critical Information Update for March 19, 2020
State of California - Governor's Proclamation of a State Emergency
Executive Order N-25-20

GENERAL GUIDANCE FROM DGS

3. DGS Lease Management Office: Dated March 18, 2020, via email
Currently, there is no mandate to shut State Government Offices, however, if this event occurs all state departments should be guided by directives developed by their individual Executive Office. Please work directly with the Lessor or Property Management Company in the case of a potential building closure.