

Emergency Contact Information:

NAME	CELL PHONE	AREA OF OVERSIGHT
Melinda Peacock	(916) 201-4905	Emergency Contracts or Procurements, P-card increases
Elyse Ryan	(916) 704-2817	Emergency Contacts
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.

CONTRACTING ISSUES – ACTIVE AGREEMENTS

CDFW programs may encounter issues with current, active contracts requiring modification due to the COVID-19 emergency response. Scenarios include a contractor request for cancellation or request for term extension. For any changes requiring the modification of a current agreement due to the COVID-19 emergency, programs shall immediately contact the Contracts Management Unit (CMU) Manager, Elyse Ryan for direction before proceeding.

CDFW has the option to extend a contract if work is delayed. Additionally, CDFW has the option to cancel a contract. If a contractor must stop work mid-project, program may cite Executive Orders (EO) N-25-20 and N-33-20 (which cites the stay at home order and limits business to essential functions) and immediately implement the process to issue an emergency contract to complete the remaining work. Procedures for implementing an emergency contract may be found on the [BMB Emergency Procedures](#) intranet site, under the Contracts tab.

If the contract was issued via the non-competitive bid process, please contact CMU immediately. CMU will assist programs with negotiating a solution with the vendor and securing approvals for an amendment, where feasible.

Programs may see a delay in work related to an expiring grant. If the work is deemed essential (i.e. impacts human health and safety) or related to a public works project, programs may cite EO N-25-20 and implement the process to secure an emergency service contract. If the work is deemed non-essential and is not a public works agreement, the work should be added into a subsequent grant and be competitively bid at a future date.

If program is amending a contract to add time, but the funding is expiring, please identify alternative funding. Once funding is secured, program shall initiate a request for amendment for a time-only extension through the normal process. Program may also cancel the agreement with a 30-day notice to the vendor (in accordance with the terms set forth in Exhibit D) and submit a [DFW 139 Contract Close Out form](#) simultaneously to BMB at BMBForms@wildlife.ca.gov and the Accounting Services Branch at ASBeForms@wildlife.ca.gov.

Programs requiring modification of contract deliverable deadlines due to COVID-19 may initiate a request for amendment for a time-only extension. Programs needing to add money to a current agreement should contact CMU for guidance.

GENERAL GUIDANCE FROM DGS

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 that there is a potential building closure.