

SAM – INFORMATION TECHNOLOGY
General Procurement Procedures: Procurement of Goods and Services

ACQUISITION PHASE
(Revised 01/2016)

5230.2

The Acquisition Phase is when the acquisition is conducted. Acquisitions shall be conducted in a manner that complies with State policies and meets the State's needs. In conducting acquisitions, the State shall follow these requirements:

- Acquisition documents shall clearly set forth the rules and authority governing the acquisition.
- Competitive solicitation documents shall clearly set forth the:
 - Business and technical requirements
 - Evaluation methodology to be used
 - Applicable protest procedures
 - Contract award procedures
- If the acquisition is for a personal services contract pursuant to Government Code §19130(a), the acquiring department must notify the State Personnel Board pursuant to Government Code §[19131](#) prior to contract execution.
- Protests shall be handled in a manner consistent with law, regulation and policy. Requirements for protests are in Chapter 7 of [SCM Volume 3](#).

Various chapters of SCM Volume 3 spell out requirements and procedures for specific acquisition approaches and methods. See SIMM 19C for additional requirements and procedures for reportable IT projects.