

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager
Bureau of Communication and Computer Services

DATE: April 20, 1999

RE: Agency Facsimile Purchases over \$10,000

Since July 1, 1998, agencies have been directly purchasing facsimile equipment and maintenance contracts that cost less than \$10,000. CMS however, has been responsible for preparing Invitation for Bid (IFB) documents for fax purchases that exceeded \$10,000.

Effective immediately, agencies will be allowed to develop and issue IFB documents for fax procurements exceeding \$10,000. CMS will retain approval of the IFB document and contract award.

Agencies that have fax procurements that exceed \$10,000 must submit a draft IFB to the Division of Telecommunications for approval prior to publishing the document. Once the agency has drafted an award recommendation, the Division of Telecommunications must review and approve the award. CMS Contract Administration will remain responsible for posting the notice of award and finalize the contract.

Please do not hesitate to contact your CSS should you have any questions about the new fax purchasing procedure.

FC:dw