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MAYOR

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To: All Executive Directors and Operations Managers of WorkSource California Full Service Centers, Satellite Centers and Youth Service Providers

From: Ann Giagni, Director  
Workforce Development Division

SUBJECT: **INFORMATION BULLETIN NO. 02-22A  
PROCEDURE FOR APPROVAL OF PURCHASE OF ELECTRONIC  
EQUIPMENT HARDWARE AND SOFTWARE TO FILL SHORT TERM  
URGENT NEEDS**

Background

Information Bulletin No. 02-22 dated September 5, 2001 described the Technology Plan and indicated that WDD analysts will consider technology equipment purchase requests from your budgets on an urgent or emergency basis only.

The purpose of this related Information Bulletin is to clarify under which circumstances such urgent equipment purchase requests may be made.

1. **Additional staff** - need new computers
2. **Replacement of broken equipment** – key to day-to-day operations
3. **Excessive wait time for computers in Job Resource Center** – with documented waiting times of more than 10 minutes for computers
4. **Upgrade needed** – because of memory requirements, demands of new software that are urgent

Parameters to be observed

1. Limit of \$1,500.00 per unit including monitor, unless there are extremely special circumstances
2. Equipment to meet and be compatible with the standards required by the Technology Plan, which currently is a **PIII-1GHz Model**
3. Technical specifications of equipment must be submitted to your analyst for prior approval of the equipment specifications before purchase
4. Procurement procedures outlined in the One-Stop contract to be followed. Documentation of procurement to be kept on file.

Note: Please keep on file your procurements documented per the procurement procedures and requirements outlined in your contract.

WDD staff will make every effort to respond to such requests within 10 working days.  
If you have any questions, please call your analyst.

AG:JC:LA

