



Manual

Commonwealth of Pennsylvania Governor's Office

Manual 215.2 Amended – Procurement Handbook

Date: June 24, 2024
By Direction of: Reggie McNeil, Secretary of General Services
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This document summarizes the changes and/or corrections which have been made to the Procurement Handbook on June 24, 2024.

Version June 24, 2024

Part	Chapter	Title	Summary of Changes
I	4	Contract Use, Need, and Authorization	Removed reference to Management Directive 220.1 and replaced with Media and Marketing.
I	11	Multiterm Contracts	Added language regarding the built-in 90-day extension of the contract term.
I	13	Specification/Statement of Work	Added a paragraph regarding specifications and original equipment manufacturers.
I	15	Prequalification	Updated description of Invitations to Qualify and added a link to current list.
I	16	Debarment and Suspension	Added a section to incorporate an update to Section 531(7.1) of the Procurement Code.
I	25	Maintenance of Commonwealth-Owned Automobiles	Minor addition to clarify the use of repair shops near the Capitol if approved by BVM.
I	26	Cancellation of Invitations for Bids and Requests for Proposals; Rejection of All Bids and Proposals	Revised a typo and included language regarding cancellation memo/public access.
I	41	Written Determination	No changes made.

Part	Chapter	Title	Summary of Changes
I	50	Public Access to Procurement Information	Updated chapter to include requirements in Section 106.1 of the Procurement Code.
I	51	Auditing	No changes made.
I	52	Records Retention	Added a sentence in Paragraph B(1) to correspond with the Procurement Code language.
I	59	Contract Controversies	Last half of last sentence in Paragraph B(2) removed as it did not make sense.
II	2	Reserved	No changes made
II	11	Purchase of Materials Manufactured or Services Performed by Persons with Disabilities	Wording changes and language added regarding communications.
II	18	Vehicle Procurements	Multiple clarification of current policy as to the number of vehicles purchased against a statewide contract; responsibilities of BVM and BOP clarified.
II	27	Reserved	No changes made
II	29	Reserved	No changes made
II	30	Reserved	No changes made
II	31	Reserved	No changes made
II	32	Reserved	No changes made
III	1	Small No-Bid Procurements	No changes made
III	2	Reserved	No changes made
III	3	Delegated Formal Competitive Sealed Bidding	No changes made
III	6	Emergency Procurement of Services	No changes made
III	7	Competitive Sealed Proposals RFP Process	No changes made
III	9	Procurement from Effective Statewide Requirements Contracts for Services	No changes made
III	10	Procurement of Contract Items Off Contract	No changes made
III	11	Procurement from DGS Multiple Award Contracts	No changes made

Part	Chapter	Title	Summary of Changes
III	12	Purchase of Materials or Services Performed by Persons with Disabilities	No changes made
III	13	Procedure for Selection of Counsel and Litigation Consultants by the Office of General Counsel	Change to name of request form and clarification that the form is submitted by agency legal office.
III	16	Agency Change Orders	No changes made
III	18	Request to Advertise	No changes made