Broadcast Date: June 05, 2024   **Bulletin #: K-27-24**

TO: **Purchasing Authority Contacts (PACs)**
           Procurement and Contracting Officers (PCOs)

RE: **Procurement Guidance for all LPA Purchases to Incorporate Generative**
           Artificial Intelligence (GenAI) Requirements

This Broadcast Bulletin provides further guidance regarding GenAI requirements, as identified in BB No. P-03-24, when ordering agencies utilize a Department of General Services Procurement Division (DGS-PD) Leveraged Procurement Agreement (LPA).

When using an LPA that requires a Request for Offer (RFO) acquisition method, the ordering agency shall include the mandatory GenAI disclosure language in the RFO solicitation document. Offerors must submit a completed GenAI Disclosure & Factsheet Form STD 1000 with their offer to be deemed responsive. Refer to State Contracting Manual (SCM) Volume 2, Chapter 23 "Generative Artificial Intelligence (GenAI)", for more information.

For all other LPAs, DGS-PD is in the process of establishing individual instructions for each LPA. Until individual instructions are established, ordering agencies are required to obtain a GenAI Disclosure & Factsheet (STD 1000) from the Contractor prior to award or purchase order execution. Updates to the LPA User Instructions (UI) will be made through a UI Supplement and will be posted on the Cal eProcure marketplace portal.

If GenAI is disclosed by the Contractor, ordering agencies must follow the required GenAI purchase procedures outlined in SCM Volume 2, Section 2300 (Generative Artificial Intelligence (GenAI)) Steps 5 through 8 and retain the STD 1000 and confirmation the purchase may proceed in their procurement file.

Direct any questions regarding this notification to the respective LPA State Contract Administrator.