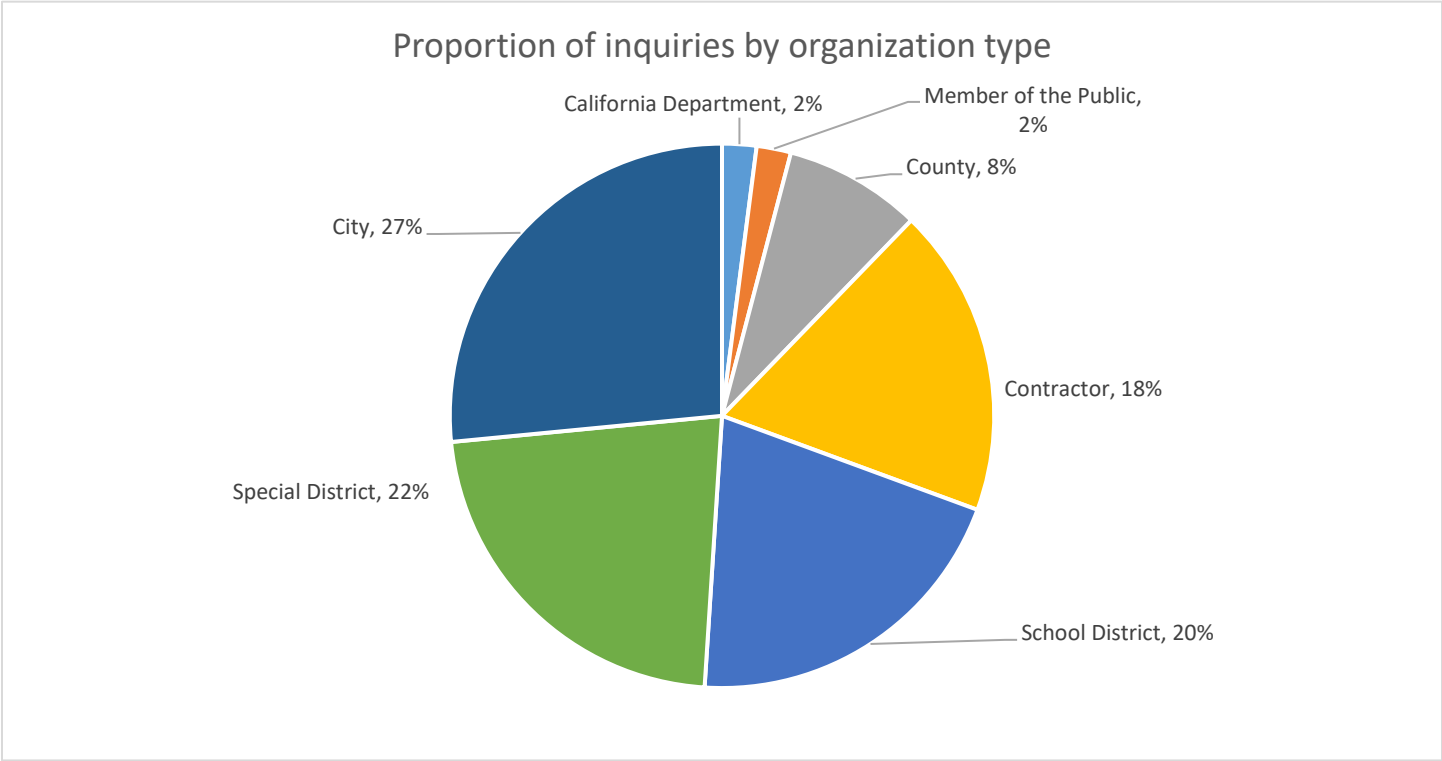
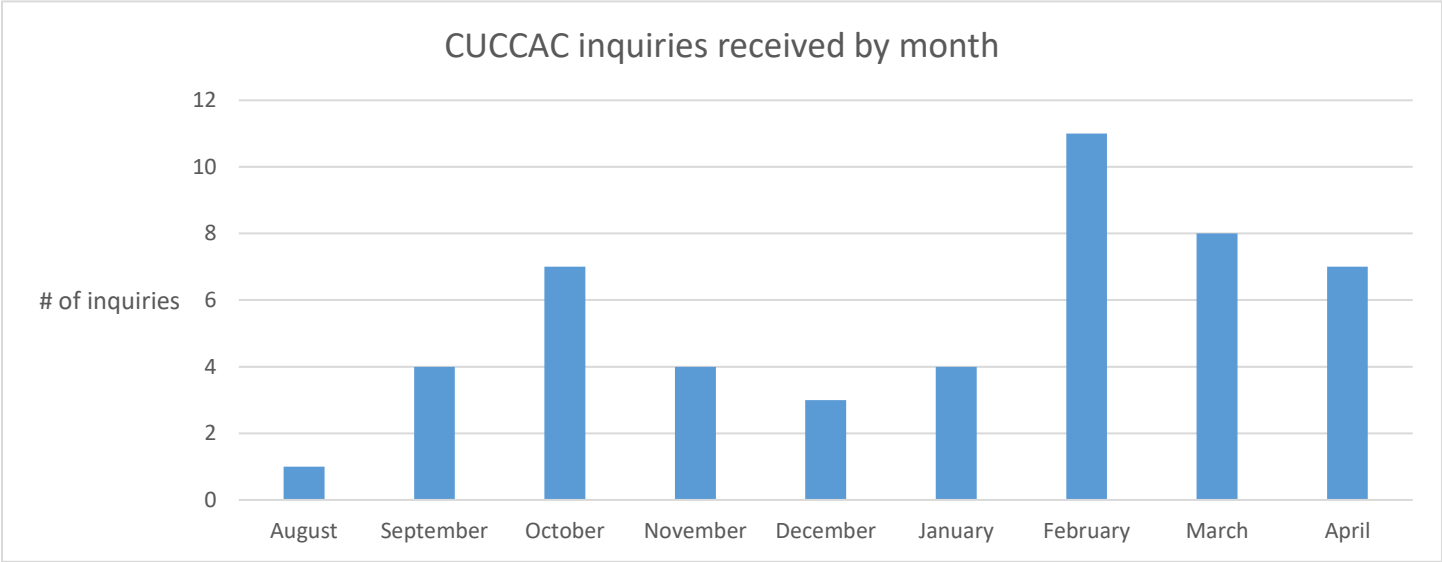


**CUCCAC Inquiries**  
**August 2, 2024 – May 2, 2025**

**Summary**

CUCCAC received 49 inquiries between August 2, 2024, and May 2, 2025. All inquiries are closed.



## Table of inquiries received between 8/2/2024 – 5/2/2025

Organization	Subject	Status	Month received	Sequential Order
Special District	<a href="#">Installation or Repair</a>	Closed	August	1
Special District	<a href="#">Using Specific Contractors for Portions of Work</a>	Closed	September	2
California Department	<a href="#">Question about CA Uniform Public Construction Cost Acct Act</a>	Closed	September	3
City	<a href="#">Sourcewell</a>	Closed	September	4
City	<a href="#">CUPCCAA Inquiry</a>	Closed	September	5
Special District	<a href="#">CUPCCAA Inquiry</a>	Closed	October	6
Contractor	<a href="#">CUPPCA and cooperative bidding program Sourcewell</a>	Closed	October	7
School District	<a href="#">CUPCAA Guidelines 2008/2009</a>	Closed	October	8
Contractor	<a href="#">CUPCCAA</a>	Closed	October	9
Special District	<a href="#">List of Qualified Contractors</a>	Closed	October	10
City	<a href="#">CUPPCCAA/UBS</a>	Closed	October	11
School District	<a href="#">Removal of Prequalified Contractor/MEP</a>	Closed	October	12
School District	<a href="#">CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT</a>	Closed	November	13
School District	<a href="#">Question re: Uniform Public Construction Cost Accounting Act</a>	Closed	November	14
School District	<a href="#">CUPCCAA &amp; CMAS</a>	Closed	November	15
Contractor	<a href="#">California Uniform Construction Cost Accounting Commission</a>	Closed	November	16
Special District	<a href="#">CUPCCAA Inquiry</a>	Closed	December	17
City	<a href="#">Contract by force account</a>	Closed	December	18
City	<a href="#">Request for inclusion</a>	Closed	December	19
School District	<a href="#">Time for a couple questions?</a>	Closed	January	20
Special District	<a href="#">CUPCCAA Quick Reference Guide</a>	Closed	January	21
School District	<a href="#">Installation Inquiry</a>	Closed	January	22
Contractor	<a href="#">CUPCCAA</a>	Closed	January	23
Contractor	<a href="#">Request List of School Districts Whom Have Opted-In to CUPPCA</a>	Closed	February	24
City	<a href="#">SB 2192</a>	Closed	February	25
Contractor	<a href="#">DIR Pausing Contractor Registration</a>	Closed	February	26

<b>Organization</b>	<b>Subject</b>	<b>Status</b>	<b>Month received</b>	<b>Sequential Order</b>
City	<a href="#"><u>Question on PCC 22032(a)</u></a>	Closed	February	27
County	<a href="#"><u>CUPCCAA Project Limit Increase Question</u></a>	Closed	February	28
City	<a href="#"><u>CUPCCAA Advertising Requirements</u></a>	Closed	February	29
City	<a href="#"><u>CUPCCAA and Public Works Pre-Qual'g Contractors</u></a>	Closed	February	30
County	<a href="#"><u>Review of Draft Opt-in Resolution</u></a>	Closed	February	31
Contractor	<a href="#"><u>Low-Voltage project</u></a>	Closed	February	32
City	<a href="#"><u>Updated Ordinance re. Contracti</u></a>	Closed	February	33
Special District	<a href="#"><u>Participation</u></a>	Closed	February	34
Member of the Public	<a href="#"><u>Bid Rejection</u></a>	Closed	March	35
Contractor	<a href="#"><u>CUPCCAA</u></a>	Closed	March	36
Contractor	<a href="#"><u>CUPCCAA Question</u></a>	Closed	March	37
County	<a href="#"><u>General CUPCCAA question on force account/PO limit</u></a>	Closed	March	38
School District	<a href="#"><u>Inquiry on compliance with formal bidding process</u></a>	Closed	March	39
Special District	<a href="#"><u>CUPCCAA – Contractor Prequalification</u></a>	Closed	March	40
Special District	<a href="#"><u>Contractor Prequalification</u></a>	Closed	March	41
School District	<a href="#"><u>Question</u></a>	Closed	March	42
City	<a href="#"><u>Re: Meeting Schedules for California Uniform Construction Cost Accounting Commission</u></a>	Closed	April	43
Special District	<a href="#"><u>UPCCAA Questions</u></a>	Closed	April	44
School District	<a href="#"><u>CUPCCA Registration</u></a>	Closed	April	45
City	<a href="#"><u>CUPCCA</u></a>	Closed	April	46
County	<a href="#"><u>CUCCAC Meeting Minutes</u></a>	Closed	April	47
City	<a href="#"><u>Trade Journal BidAmerica</u></a>	Closed	April	48
Special District	<a href="#"><u>Informal Bidding Procedures</u></a>	Closed	April	49

### Installation or Repair

**Inquiry:** We have an expensive piece of equipment that has failed and needs to be replaced. PCC 1101 defines a public works contract as "Public works contract," as used in this part, means an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind."

Where I am struggling is if this is considered installation or repair, as installation is not listed in the PCC's definition like it is in the Labor Code's definition. Repair will trigger a payment bond and CUPCCAA bidding procedures (if over \$60,000). I don't want to impose unnecessary requirements on a contractor, like providing a payment bond, if it does not apply.

Does this type of work (removal of old and installation of new mechanical equipment) meet the PCC's definition of a "Public Works Contract?"

**Response:** I think a distinction needs to be made regarding replacing a failed piece of mechanical equipment, which is the case here, and a general program of replacing mechanical systems. Your situation probably could be deemed an emergency and is a maintenance project and not under the purview of CUPCCAA. If, on the other hand, you instituted a program of replacement of mechanical equipment at your facilities, it could be defined as a public construction project and require bids. In the latter case, it would likely be beneficial to take bids for you anyway.

**Status:** Closed.

### Using Specific Contractors for Portions of Work

**Inquiry:** We have an upcoming project where we will be issuing a formal bid for the construction of a new building. There are pieces of this project, however, where we would like to use specific contractor to perform portions of the work due to standardization across our District (such as access control installation, data cabling, fire alarm system, etc.). While we will have a competitive solicitation for the prime contractor, is it okay select a few specific contractors without holding a competitive solicitation for those specific items? I don't suspect that each of their individual portions of work will even reach the informal threshold.

**Response:** These items are often sole-sourced due to ongoing maintenance and service relationships. They are often noted as "owner-furnished" in the realm of contracting. Sometimes ongoing warranty considerations are involved.

I would suggest bidding the project out as planned but designating the access control, fire alarm and cabling as not to be included in the bid price. If the access control and fire alarm have electrical power requirements, there could be direction for the bidding electrical subcontractors' to include that part in their bids. You can also decide whether you want the prime bidders to manage these designated vendors.

These owner-furnished items would be just that and not part of the prime general contract. This is my most reasonable interpretation of what CUPCCAA would allow in this situation. This specific scenario is not addressed in any of the legislation. Thank you for seeking some clarification before moving ahead.

**Status:** Closed.

### Question about CA Uniform Public Construction Cost Acct Act

**Inquiry:** The terminology used, local agencies to include cities, counties, redevelopment agencies, special districts, school districts and community college districts, excludes a State agency from being able to participate in this program.

Please let me know if I am understanding the Foreword correctly in the California Uniform Construction Cost Accounting Commission – Cost Accounting Policies and Procedures Manual 2021 edition.

**Response:** The entity in question does not appear to be a public agency pursuant to the definition outlined in California Public Contract Code section 22002 and is therefore not able to elect to employ CUCCAC standards.

Similarly, the language in the forward of the Cost Accounting Policies and Procedures Manual (Edition 2021) does not create an exhaustive list, or limit a state agency's eligibility to use CUCCAC procedures beyond the limitations already created by the California Public Contracting Code.

**Status:** Closed.

### Sourcewell

**Inquiry:** I have heard from several cities that also participate in CUPCCAA that they are using Sourcewell agreements to work with companies like Gordian to solicit bids for facilities-related projects.

I wanted to check with you to see if you are familiar with this practice and if there are any potential conflicts with CUPCCAA guidelines.

**Response:** The use of Sourcewell for your project procurement process is allowed for CUPCCAA - signatory agencies to use the Sourcewell platform with some important caveats. You can use their services to help solicit bidders or even run your bidding process but you still must comply with CUPCCAA rules.

When you or Sourcewell solicit bids, you still are required to do the outreach to the contractors on your qualified list of bidders and to advertise in the publications noted for your geographic location. You are still required to conform your bidding processes to the CUPCCAA thresholds for informal and formal bidding and to adhere to requirements for each.

Even with these requirements, Sourcewell can provide valuable services, particularly if you don't have staff to oversee them in-house. Just be careful not to let them manage your procurement without making sure they will follow your CUPCCAA commitments.

**Status:** Closed.

### CUPCCAA Inquiry

**Inquiry:** Can I still add a company to my city's CUPCCAA list or does a lack of contractor's license disqualify them?

**Response:** The firm in question is an environmental consulting company who monitors aspects of the work on a construction project but does not perform any actual construction work. They are not required to have a contractor's license. Go ahead and add them to your list

**Status:** Closed.

## CUPCCAA Inquiry

### Inquiry:

1. Can I please have clarification on "Force Account" situations. If after adopting the Act, we do not use our own internal staff to work on a Public Project, do we need to track construction costs as stated in the Cost Accounting Policies and Procedures Manual?
  - a. If we do one day decide to use internal staff to perform Public Project work, we will then need to track the costs as stated in the Procedures Manual and keep the cost (plus overhead) of the public project below \$60,000 to comply with the Act? Is this correct?
2. We are concerned that the additional 30% overhead cost allocation could push us past the limits allowed in the Act (\$200,000 and \$60,000 for Public Project and Force Account, respectively). If we set our own internal limit to 70% of the Act limits (\$140,000 and \$42,000) to allow a buffer for the overhead - in theory we would always be compliant, correct?
3. Can you share what the CUPCCAA list of approved vendors looks like? Would adopting the Act endanger us in any way to not being able to use contractors that we already use and trust?
4. Do agencies typically need to change their purchasing policy when adopting the Act?
5. Are there any reporting requirements to CUPCCAA or any other agency

### Response:

- 1) The tracking of costs as stated in the force account section is not required if you are contracting out.
  - 2) The 30 % overhead addition is intended just for force account work so that there can be a true evaluation of costs. Work that is contracted out already includes overhead in the price.
  - 3) I don't have an example of a subcontractors list . You might find one somewhere in the FAQ section or in the procedures. You are free to include any contractors you work with as long as they comply with licensing and public works rules
  - 4) The only accounting policies you might have to change are those pertaining to force account work, if used, and to ensuring your contract work complies with CUPCCAA rules.
  - 5) There are no reporting requirements involved with CUPCCAA. The only time you may be asked for information is if there is a complaint about your non-compliance to CUPCCAA.
- For your information, the Governor just signed into law legislation that will raise the CUPCCAA limits to \$ 75,000 and \$ 220,000. These will become effective in 2025.

**Status:** Closed.

## CUPPCA and cooperative bidding program Sourcewell

**Inquiry:** My reading is that the City can rely on the cooperative bidding program of Sourcewell's provided that Sourcewell has also followed the formal bidding requirements under the Act. If that is correct are you able to cite to any guidance that you have provided on that?

**Response:** You can use Sourcewell for contracting out public work is correct. The only caveat is that all aspects of the procurement process must comply with CUPCCAA procedures and thresholds. Formal bidding might not be required if the work amount is less than the \$ 200,000 ( \$ 220,000 in 2025 ).

Sourcewell can include bidders in their network as long as they comply with California licensing and public works requirements.

**Status:** Closed.

**CUPCAA Guidelines 2008/2009**

**Inquiry:** I'm trying to track down what the CUPCAA parameters/guidelines were in 2008/2009 and any changes that were made thereafter to show a chronology. Can you provide me with that information?

**Response:** There are some archived commission meeting minutes on the website from which it can be determined that thresholds in 2007-8 were \$ 25,000 for force account and \$ 125,000 for informal bidding.

**Status:** Closed.

**CUPCCAA**

**Inquiry:** I am writing to inquire about becoming a vendor with CUPCCAA for my commercial moving services in the Bay Area. Is there an alternative pathway to become a CUPCCAA vendor without a general contractor license?

**Response:** You are probably more familiar with the requirements for licensing commercial moving services than I am.

I would suggest contacting the California State Licensing Board and ask them for a determination. If a contractor's license is not required, I would so state on the qualification questionnaire.

I assume that you have any other type of licensing or permit that might be required of you.

**Status:** Closed.

**List of Qualified Contractors**

**Inquiry:** According to the FAQ's we may choose a specific date in which to create/renew the list of qualified contractors. Is it acceptable to do this on a fiscal year period (07/01-06/30)?

**Response:** You may select any day of the year that you wish to create your list of qualified list of contractors. The list should be in place for 12 months and should be renewed annually on the same date.

**Status:** Closed.

**CUPPCCAA/UBS**

**Inquiry:** I received a CUPCCAA form with some blanks (i.e. missing address, contractor's license number, DIR number expiration date). Based off this, I do not think I can add them to my City's CUPCCAA list. However, I wanted to ensure that this was correct before proceeding.

**Response:** The firm appears to be a material or product supplier only, they are not required to be licensed or have a DIR number. If they intend to install any of those products in a project they would need to comply with the contracting rules. The information they have given should be sufficient.

**Status:** Closed.

### Removal of Prequalified Contractor/MEP

**Inquiry:** Would you please let me know if a Public Agency is able to remove a prequalified contractor/MEP from their list? If so, what is the process?

**Response:** When you refer to a pre-qualified contractor I'm not sure whether you mean a contractor from your notification list required by CUPCCAA or a contractor who has undergone a more thorough qualification process for some agency or project requirements.

The contractors on your notification list are required to be properly licensed and qualified to perform public works. They can be removed only if they do not maintain this status and respond to your annual request for updates.

A pre-qualified contractor, who has gone through an agency's process (not CUPCCAA) can be removed if they no longer meet the requirements established in prequalification. This is determined by the agency.

In either case, the contractor should be notified that they no longer meet the required standards.

**Status:** Closed.

### CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

**Inquiry:** How long is an agency required to keep a contractor's information?

**Response:** You are required to update or edit your list annually. You will need to notify the contractors on your list to verify the information they have given you. If they do not, you are not required to keep them on the list. They can rejoin when they provide the required information.

**Status:** Closed.

### Question re: Uniform Public Construction Cost Accounting Act

**Inquiry:** We received your notification letter dated 11/1/24 re: increase in the bid limit threshold prescribed in PCC 22032.

It says the bid limit for projects that can be done by school district employees went from \$60K to \$75K, and that the bid limit for projects that can be done without the formal bidding process increased from \$200K to \$220K.

But there is a section in school board possibly that says if a school district chooses to go through Informal bidding process, but all of the bids that come in exceed \$220K \$200K, that the district can choose the lowest responsive bidder, provided that "the Board of Education adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less."

I assume the threshold on this special amount increased as well. Do you have that information, so we can update our policy?

**Response:** The maximum informal bid award after the four-fifths vote has been changed from \$212,500 to \$ 235,000. This takes effect January 1, 2025 .

**Status:** Closed

### CUPCCAA & CMAS

**Inquiry:** If a CUPCCAA K-14 district, elects to utilize a DGS' CMAS agreement, are the CUPCCAA dollars limits still applicable, especially since their is no longer a "bid" component?

I understand that there may be other internal, local policies and procedures that will need to be taken into consideration.

**Response:** It's my understanding that the CMAS program specifically excludes architecture, engineering and construction from its offerings. CUPCCAA limits only apply to public works construction projects (public projects ).

**Status:** Closed.



## California Uniform Construction Cost Accounting Commission

**Inquiry:** Contractor is interested in participating in CUCCAC.

**Response:** Vendors/contractors are not required to notify SCO concerning their work with the California Uniform Public Construction Cost Accounting Act (CUPCCAA). The only notification SCO requires for CUPCCAA is from the public agencies who wish to enact CUPCCAA's procedures. Each agency that participates in CUPCCAA is required to maintain its own list of vendors/contractors. A list of agencies that have opted into CUPCCAA is available under the header "Participating Agencies List" on SCO website at: [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html). For your reference, here is a link to the PDF of the current list: [https://www.sco.ca.gov/Files-ARD-Local/participating\\_agencies\\_-\\_general.pdf](https://www.sco.ca.gov/Files-ARD-Local/participating_agencies_-_general.pdf)

You will need to contact each agency directly to let them know you would like to be added to their list of vendors/contractors. Detailed information related to how a vendor/contractor can be added to a public agency's list of registered vendors/contractors can be found in the Cost Accounting Policies and Procedures Manual (Manual).

The Manual is accessible via the following link: [https://www.sco.ca.gov/Files-ARD-Local/cuccac\\_manual\\_2021\\_edition.pdf](https://www.sco.ca.gov/Files-ARD-Local/cuccac_manual_2021_edition.pdf)

The California Uniform Public Construction Cost Accounting Commission's (CUCCAC) has a webpage that is maintained on SCO website at: [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html)

Additional resources related to CUPCCAA are available on the CUCCAC webpage, including an FAQ document and relevant legislation.

**Status:** Closed.

### CUPCCAA Inquiry

**Inquiry:** We have been having internal conversations with our engineering and legal team about raising our threshold for taking public construction contracts out to bid and would like to speak with someone on your staff that could talk us through the CUPCCAA compliance requirements and respond to any questions.

**Status:** Closed; commissioner held conversation with inquirer.

### Contract by force account question

**Inquiry:** Does the force account method require 3 quotes or 1 quote from qualified contractors? Our current bidding procedures for public projects of sixty thousand dollars or less are as follows:

- City is exempt from bidding requirements if this work is performed by City employees
- Solicit three (3) quotes from qualified contractors and/or vendors.
- Negotiate price and contract terms with the selected contractor and/or vendor.
- Prepare a contract as required.
- Prepare a purchase order for purchases.

**Response:** The only aspect of your bidding procedures that is related to CUPCCAA is that the City is exempt from bidding requirements if the project is under \$ 60,000.

You may either negotiate a purchase order or contract or do the work with City forces. Any other requirements listed are City requirements and do not pertain to CUPCCAA rules. Please note that the \$ 60,000 limit is about to increase to \$ 75,000 in 2025.

**Status:** Closed.

### **Request for inclusion on contractor list**

**Inquiry:** A firm does not have a contractor's license, but rather a permit with the California Department of Fish and Wildlife.

Is this an acceptable equivalent for a contractor's license or is that needed for this contractor?

**Response:** The firm does not perform "public " contracting or building work and thus would not be required to have a California contractor's license.

They appear to be properly certified for the work they perform.

This should satisfy the requirements to appear on a qualified list of vendors

**Status:** Closed.

### **Time for a couple questions?**

**Inquiry:** I have a couple questions about upcoming "dreams" for our kitchens.

I was hoping I could speak with someone to have the best clarity to ensure I'm staying as compliant as possible with any decisions and projects when it comes to the dollar amount, equipment and overall construction needs.

Is there someone I could schedule a 15-20 minute phone call with?

**Response:** Commission contacted inquirer. They replied that the project has been paused and therefore no longer needing a response.

**Status:** Closed.

### **CUPCCAA Quick Reference Guide**

**Inquiry:** We compiled a quick reference guide based on the Cost Accounting Policies and Procedures Manual - 2025 Edition.

Would someone be able to review this document and confirm if the information is correct? Thank you.

**Response:** You requested that the California Uniform Construction Cost Accounting Commission (CUCCAC) review your Quick Reference Guide for compliance with CUPCCAA.

I did review your Guide, as did the staff at the State Controller's office, and found that it refers to various bidding and contracting procedures that are beyond the scope of CUPCCAA and some that are unique.

You can imagine a situation with a new employee who would not be able to differentiate between CUPCCAA and proprietary requirements.

Also, what if, in the future, someone made changes to the Guide ? Would CUCCAC have to do a second review ?

I think having a guide like you have proposed is a fine idea but your organization will have to take responsibility for compliance with CUPCCAA.

Although I did not note any obvious deviation from the PCC, the Commission is not in a position to give its "blessing" to the information contained in document.

That being said, we are always available to answer specific questions that you might have about implementing the Act.

**Status:** Closed.

### Installation Inquiry

**Inquiry:** I had an inquiry as to the definition of installation since it is now included in CUPCCAA.

Through the Labor Code, installation includes the “assembly and disassembly of freestanding and affixed modular office systems” (please see the Department of Industrial Relations email attached for reference). Will the assembly of freestanding and affixed furniture be included under CUPCCAA’s “installation” definition?

**Response:** Our interpretation is that this work would fall under the CUPCCAA definition of “installation”. Although modular office and cabinet installation is not specifically mentioned in the Public Contract Code, it is not excluded either. This, coupled with the fact that a State contractor's license is required (D-34) to perform the work, gives rise to the formation of our interpretation.

**Status:** Closed.

### CUPCCAA

**Inquiry:** Will you please provide steps to take so we can certified CUPCCAA?

Is it necessary to have a DIR #?

#### Response

The State Controller’s Office (SCO) appreciates you submitting your inquiry concerning “CUPCCAA”, also known as the California Uniform Public Construction Cost Accounting Act (Act).

Your inquiry has been assigned reference number (SCO ID 976), which should be used if you have additional questions related to this inquiry.

Per our discussion this morning via telephone, you clarified that you are requesting clarification and information concerning the following two questions:

Question: How does a contractor get on a participating agency’s list of qualified contractors?

Answer: The California Uniform Public Construction Cost Accounting Commission’s (CUCCAC) webpage has a list of agencies that are participating in the Act. Please contact each agency directly to let them know you would like to be on their list of contractors. For a list of participating agencies, please click the link under the “Participating Agencies List” header on the CUCCAC webpage, which is accessible at: [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

Additional information on this topic can be found in Questions #11 - #21 of the CUCCAC Frequently Asked Questions (FAQs) document. The FAQs document is available in the “Reference Material” section on the CUCCAC webpage, which is accessible at: [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

Question: Are there any dollar amount limitations for projects?

Answer: The Act allows for public project work in the amount of \$75,000 or less to be performed by a public agency’s force account using the public agency’s own resources, or by negotiated contract, or by purchase order (Section 22032(a)). Public projects in the amount of \$220,000 or less may use the informal or formal bidding procedures set forth in Section 22032(b), or (c) of the Act. Public projects at a cost of more than \$220,000 must use formal bidding procedures to let the contract pursuant PCC Section 22032(c), except as otherwise provided by statute.

Additional information on this topic can be found in sections 2.05 and 2.06 of the Cost Accounting Policies and Procedures Manual (Manual), which is available in the “Reference Material” section on the CUCCAC webpage, which is accessible at: [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

Please do not hesitate to contact the Local Government Policy Unit at [LocalGovPolicy@sco.ca.gov](mailto:LocalGovPolicy@sco.ca.gov) should you have any further questions.

**Status:** Closed.

### **Request List of School Districts Whom Have Opted-In to CUPPCA**

**Inquiry:** Is there a place I can find the registered list of school districts whom have opted in?

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry concerning how to obtain a list of school districts that have opted-in to the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

Your inquiry has been assigned reference number (SCO ID 977), which should be used if you have additional questions related to this inquiry.

The California Uniform Public Construction Cost Accounting Commission's (CUCCAC) webpage has a list of agencies that have opted into CUPCCAA.

To obtain a current list of participating agencies, please click the link under the "Participating Agencies List" header on the CUCCAC webpage at: [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

The list of participating agencies are divided into the following five categories:

- ☐ Cities
- ☐ Community College Districts
- ☐ Counties
- ☐ School Districts
- ☐ Special Districts

Please do not hesitate to contact the Local Government Policy Unit at [LocalGovPolicy@sco.ca.gov](mailto:LocalGovPolicy@sco.ca.gov) should you have any further questions.

**Status:** Closed.

**SB 2192**

**Inquiry:** My question is a follow up to the following FAQ on your website:

"18. Does a contractor have to be on an agency's contractor list in order to perform projects less than \$75,000? No, any public project less than the \$75,000 informal bidding threshold can be performed by employees of the public agency, by negotiated contract, or by purchase order. An agency's list of contractors is only required to be alerted of projects that surpass the informal bidding threshold."

Please confirm that a public work project under \$75,000 can be completed without obtaining multiple quotes or informal bidding but can, instead, simply be completed by city staff reaching out to an independent contractor and negotiating a contract for performance of the public work.

The attached states that only city employees can do the work but that does not make sense to me since a contract negotiation would necessarily be with an independent contractor that does not include any city employees.

**Response:** In response to your question concerning the \$ 75,000 threshold , I think I see where you are confused. First of all , per Section 22032 (a) of the PCC, provisions of CUPCCAA allow for signatory agencies to perform public work up to \$ 75,000 in value if:

- by negotiated contract
- by purchase order
- performed by employees of the agency .(force account)

Your question arose from the language in " Q2" that correctly states external contractors who are not direct agency employees cannot be used to complete force account work.

Force account work is defined as that performed by agency employees. If you want to use outside contractors to do the work you would utilize a negotiated contract or purchase order, not force account.

**Status:** Closed.

**DIR Pausing Contractor Registration**

**Inquiry:** We were recently informed that the DIR is temporarily pausing the requirement for contractor registration, submission of electronic certified payroll records, and other related items due to their transition to a new software program.

**Response:** In response to your inquiry about the DIR registration requirement pause, to my knowledge this has not become an issue . According to the notice, penalties for the lack of registration cannot be enforced during this period.

There's always the chance that a CUPCCAA-signatory agency might not have seen this waiver. You have the winning argument if that happens. Now let's see if the DIR actually gets the work done by June 22.

**Status:** Closed.

**Question on PCC 22032(a)**

**Inquiry:** I am trying to assist our public works staff on proper procedures for a smaller project.

I am reading 22032(a) to be for projects expected to be under \$75K, they can be performed by a negotiated contract with any vendor, still adhering to prevailing wage etc.

For example, installing a \$20K fence around our skate park.

If their quote was coming back at or above the \$75K, then we would need to move to the informal procedures.

**Response:** In response to your question about purchasing procedures for a proposed project valued under \$ 75,000, your interpretation is correct. As long as it's under that threshold , you can use a negotiated contract or purchase order.

**Status:** Closed.

**CUPCCAA Project Limit Increase Question**

**Inquiry:** With the project limit increase effective 1/1/2025 – specifically for the \$75,000 or less projects – can this limit now be applied for a project that started in October 2024 under the \$60,000 or less amount but is now having a change order applied that takes the project over that \$60,000?

Or does the effective date of 1/1/2025 for the \$75,000 only apply to projects that start on or after this date? Any direction would be appreciated!

**Response:** We received your inquiry concerning a project that , with a change order, seems to have exceeded the negotiated project threshold in force at the time of purchase.

Before I give you any advice, I would appreciate if you could provide more detail about the project including a summary of the work, the original proposal , contract or purchase order, the nature and amount of the change order and the pertinent dates of these documents

**Status:** Closed.

**CUPCCAA Advertising Requirements**

**Inquiry:** I'm inquiring about the Advertising requirements for CUPCCAA. My management team states that PlanetBids is not part of the requirements for advertising CUPCCAA. I have looked in the manual and found nothing stating what these requirements are. Please help.

**Response:** In response to your inquiry about information for bid advertising for the informal and formal bidding processes under CUPCCAA the search should start with Sections 22036 and 22037 of the Public Contracts Code.

Then, you should refer to the 2025 Cost Accounting Policies and Procedures Manual that can be found on the CUCCAC website which is part of the State Controller's office site, pages 8-18.

This should get you started and may answer all your questions.

If not, please contact us with any other issues and we will be happy to work with you.

**Status:** Closed.

**CUPCCAA and Public Works Pre-Qual'g Contractors**

**Inquiry:** According to current staffs recollection, we have never pre-qualified contractors for the right to bid on a public works project. In a few months we are going out to bid on a very large community center project (well into the formal-bid threshold; probably \$30M project) the and it has been recommended that the City perform a pre-qual of contractors (in accordance with the DIR, and using their questionnaire).

I'm getting some pushback stating that, because the City of Fremont follows CUPCCAA, we cannot perform a pre-qualification. Is this correct? Are we not able to pre-qualify contractors because we follow CUPCCAA? I can't imagine it is, but I thought to check directly with the Commission.

**Response:** In response to your inquiry about whether CUPCCAA-signatory agencies can pre-qualify subcontractors , please refer to Item 13 of the Frequently-Asked Questions at the CUCCAC website.

" The Commission (CUCCAC) has determined that nothing in the Act (CUPCCAA) prohibits a participating agency from using additional objective pre-qualification standards in the formation and maintenance of their Qualified Contractor Lists if they so desire "

Please contact us if you have any other questions.

**Status:** Closed.

### **Review of Draft Opt-in Resolution**

**Inquiry:** I was hoping I could have someone review the attached draft resolution to confirm that this would meet all requirements for the opt-in resolution.

**Response:** Thank you for contacting the State Controller's Office (SCO).

Your request has been assigned reference number (SCO ID 984), which should be used if you have additional questions related to this inquiry.

In order for a public agency to become subject to the California Uniform Public Construction Cost Accounting Act (Act), its governing body must elect to do so by resolution.

This is in accordance with the provisions of Public Contract Code section 22030.

A sample of a resolution that can be used by any public agency's governing body is available in section 1.02 (page 6) of the Cost Accounting Policies and Procedures Manual (Manual).

The Manual is accessible on the California Uniform Construction Cost Accounting Commission (CUCCAC) webpage at [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

Upon inspection of the sample resolution that was submitted for review, it appears to be for a dependent special district of County.

Per our records, the County opted-in to the Act.

When a public agency opts-in to the Act, all of their departments (including dependent special districts) also become subject to the act.

This is in accordance with the provisions of Public Contract Code section 22002(a) and the guidance found in section 1.01 (page 5) of the Manual.

If your draft resolution is for a dependent special district, then it will not be needed as it would already be subject to the provisions of the Act.

However, if this is related to an independent special district, then a resolution approved by its governing body is required.

Please note that another requirement of CUPCCAA is that participating agencies enact an informal bidding ordinance in accordance with the provisions of Public Contract Code section 22034

**Status:** Closed.



### Low-Voltage project

**Inquiry:** We are looking into some Low-Voltage project in the coming future that want us to be set up with CUPCCAA. What would it take for us to be approved to utilize CUPCCAA?

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry concerning "CUPCCAA", also known as the California Uniform Public Construction Cost Accounting Act (Act).

Your inquiry has been assigned reference number (SCO ID 985), which should be used if you have additional questions related to this inquiry.

The Act is legislation that was enacted in 1983 to help promote uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state.

It is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have opted-in to the provisions set forth by the Act using the processes outlined in the Act.

The Act is administered by the California Uniform Construction Cost Accounting Commission (CUCCAC) in accordance with Public Contract Code section 22010. The entirety of the Act is found in Public Contract Code sections 22000 - 22045.

CUCCAC's webpage has a list of participating agencies that have opted-in to the Act and are subject to its provisions. For a list of participating agencies, please click the link under the "Participating Agencies List" header on the CUCCAC webpage, which is accessible at:

[https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

Please contact each agency directly to let them know you would like to be on their list of contractors.

Additional information on this topic can be found in Questions #11 - #21 of the CUCCAC Frequently Asked Questions (FAQs) document. The FAQs document is available in the "Reference Material" section on the CUCCAC webpage.

**Status:** Closed.

### Updated Ordinance re. Contracti

**Inquiry:** Where can i send a copy of updated Ordinance regarding State Contracting under UPCCA to show we are in compliance?

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry concerning where to submit an updated Ordinance document.

Your inquiry has been assigned reference number (SCO ID 986), which should be used if you have additional questions related to this inquiry.

The California Uniform Construction Cost Accounting Commission (CUCCAC) was created to administer the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

SCO provides administrative support for CUCCAC as they work to administer the provisions of CUPCCAA.

You can send us your updated Ordinance to SCO and we will process it on behalf of CUCCAC.

Please submit the document to the following email address: [LocalGovPolicy@sco.ca.gov](mailto:LocalGovPolicy@sco.ca.gov).

**Status:** Closed.

### Participation

**Inquiry:** I cannot find any documents related to our participation. Will you please email me a copy of all of the documents in the file? Also, how do I report a new project to CUPCCAA that will allow the contractors to bid? Thank you

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry concerning documents related to opting-in to the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

Your inquiry has been assigned reference number (SCO ID 987), which should be used if you have additional questions related to this inquiry.

The California Uniform Construction Cost Accounting Commission (CUCCAC) was created to administer CUPCCAA.

SCO provides administrative support for CUCCAC as they work to administer the provisions of CUPCCA.

As requested, please find the following attachments:

- Resolution #
- Ordinance #.
- Welcome Letter sent by SCO.

Additionally, please note that we also have email correspondence between SCO and your organization.

For guidance pertaining to bidding on public contracts, please refer to Public Contract Code sections 22030 - 22045.

Furthermore, Public Contract Code section 22034 contains instructions for notifying contractors about public projects.

**Status:** Closed.

### Bid Rejection

**Inquiry:** It appears that a complaint can be filed with CUPCCAA but I cannot find a form or process.

Can you please provide me any information on this matter.

**Response:** In response to your inquiry concerning the complaint process to the California Uniform Construction Cost Accounting Commission I offer the following:

The Commission does not have the resources to review or research claims or complaints made directly from the public.

The typical process is for you to present your complaint to an intermediary such as the Construction Industry Force Account Council (CIFAC) who would verify whether your complaint is within the purview of CUCCAC and , if so, would gather and analyze data from you and the agency involved.

They would then make a request to CUCCAC to review their opinions and for the Commission to render a decision. CIFAC does a great job investigating these complaints and submits to us only when they have enough information.

I suggest you contact Michelle Pickens at CIFAC at 800-755-3354 and discuss your concerns with her.

**Status:** Closed.

**CUPCCAA**

**Inquiry:** I am inquiring about getting pre-approval with CUPCCAA. How can I start that process?

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry concerning how to obtain pre-approval with the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

Your inquiry has been assigned reference number (SCO ID 990), which should be used if you have additional questions related to this inquiry.

SCO provides administrative support for the California Uniform Construction Cost Accounting Commission (CUCCAC), which was created to administer CUPCCAA.

CUCCAC's webpage maintains a list of public agencies that have opted-in to CUPCCAA.

For a list of participating agencies, please click the link in the "Participating Agencies List" section on the CUCCAC webpage.

CUCCAC's webpage is accessible via the following link: [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html)

In accordance with the provisions of Public Contract Code section 22034(a)(1), each participating agency is required to maintain a list of their qualified contractors.

Per the Frequently Asked Questions (FAQ) document (See FAQ #14) on CUCCAC's webpage, a contractor needs to contact each participating agency directly to be added to their list of contractors.

The FAQ document is located in the "Reference Material" section on the CUCCAC webpage at [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

Additional information relating to how participating agencies interact with contractors can be found in FAQ #11 - #21.

Furthermore, Section 1.04.01 of the Cost Accounting Policies and Procedures Manual (Manual) has detailed information on this topic.

The Manual is located on the CUCCAC webpage in the "Reference Material" section at [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

**Status:** Closed.

**CUPCCAA Question**

**Inquiry:** I have a quick question about the requirements under Public Contract Code section 22034: Are agencies that have adopted CUPCCAA required to maintain a list of qualified contractors under Public Contract Code section 22034(a)(1), or can agencies choose not to maintain such a list and instead provide notice inviting informal bids to construction trade journals as specified in section 22034(a)(2)?

**Response:** Your assumption is correct.

An agency that chooses to comply with the CUPCCAA trade journal advertising requirements is not required to maintain a list of qualified contractors.

**Status:** Closed.

### **General CUPCCAA question on force account/PO limit**

**Inquiry:** I have some new project managers and procurement people asking clarifying questions about the projects done under CUPCCAA when no bidding is required, currently up to \$75,000.

If the project starts under this amount, can change orders be issued up the \$75,000 cap providing applicable bonds are increased as well?

**Response:** Commission responded to the inquirer and requested additional information. No response from the inquirer was received.

**Status:** Closed.

### **Inquiry on compliance with formal bidding process**

**Inquiry:** I would like to inquire what a formal bid entails.

If a notice of bid for a project funded by CalSHAPE grant that is over \$400,000 was not advertised through the local newspaper, but the Request for Qualifications was sent out through a software, will that be considered a formal bid process?

**Response:** In response to your recent CUPCCAA inquiry I have the following comments;

Your project does exceed the threshold of \$ 220,000 requiring formal bid procedures.

Thus, you would be required to advertise for bids per Section 22037 of the CPCC.

If the solicitation is performed by someone other than the participating agency they would still be under the same requirements.

I don't have enough information about the RFQ that was sent.

What information did it provide ? Who sent it ? To whom was it sent ?

Even if you have used other methods of solicitation , the advertising requirement still must be met.

It might seem like overkill but it is easier than dealing with a bid protest or a complaint .

I would be happy to discuss any questions about this you might have.

**Status:** Closed.

### CUPCCAA – Contractor Prequalification

**Inquiry:** This question is for the CUCCA Commission. We have an upcoming project that will be over \$12,000,000. We would like to establish a list of prequalified contractors, where only those who are qualified will be permitted to bid on this project. This prequalification list will only apply to this project. Contractors will be expected to fill out a request for qualifications packet that is similar to the Labor Commissioner's Model Questionnaire and takes into consideration PCC 20101

<https://www.dir.ca.gov/Public-Works/Pre-Qualification-of-Contractors-Model-Questionnaire.pdf>

They must submit their questionnaire by a specific deadline. My question is, with CUPCCAA requirements, are we permitted to have a prequalified list of contractors for formal bids?

If so, would we publish the notice for Request for Qualifications in the newspaper and treat this as the step we would take when publishing a notice for bids in the newspaper?

The actual bid will be released a few months after the prequalification list is established. Publishing a notice in the newspaper at the time of the bid request would be a bit unnecessary considering only those that are prequalified would be able to bid.

**Response:** This memo is in response to the first of your two e-mails concerning prequalification of contractors on formally bid projects.

As you will note in the answer to Frequently - Asked Question No.17 on our website, CUPCCAA does not restrict the use of a prequalification process for formal bidding . It is separate from establishing qualification of contractors for your agency list of qualified bidders.

Since CUPCCAA is silent on prequalification it does not have a specific description of the process. I would assume that you would have an RFQ solicitation to determine candidates for prequalification. I also assume the code guidelines for this will instruct you how to advertise.

I hope this response and the one to follow answer your questions. Please feel free to contact us if you have other questions.

**Status:** Closed.

### Contractor Prequalification

**Inquiry:** I recently submitted a question thorough the State Controller's website, but I think this question may be a little more clear than what I previously asked:

Question 17 of the CUPCCAA FAQs states:17. What is the difference between "qualifying contractors" under the Act and "prequalification of contractors" by school districts under Section 20101? Qualifying contractors is a process that allows contractors to register with a public agency for notification of public works opportunities. The prequalification process under Section 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria. The prequalification process is applicable under the Local Agency Public Construction Act, and does not apply to the Uniform Public Construction Cost Accounting Act.

Does "does not apply" mean not allowable? There are some instances in which we would like to prequalify contractors for a specific project, but want to ensure we are still compliant with CUPCCAA procedures.

**Response:** In response to your recent inquiry concerning the language in Frequently Asked Question No. 17 in the CUPCCAA guidelines, the intended interpretation is that CUPCCAA is silent on the prequalification process you are talking about for formal bids. CUPCCAA does not forbid having a prequalification process that is separate from establishing a list of qualified contractors.

**Status:** Closed.

### Question

**Inquiry:** Our school is looking to purchase bleachers using grant funds. The bleachers total \$3,000. Are multiple bids required under the CUPCCAA guidelines?

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry regarding the California Uniform Public Construction Cost Accounting Act (CUPCCAA) guidelines.

If you have additional questions related to this inquiry, please include the inquiry reference number (SCO ID 996) in the email subject line.

### Question

Are multiple bids required under the CUPCCAA guidelines?

### Answer

If the public project involving purchase of the bleachers is seventy-five thousand dollars (\$75,000) or less, then multiple bids are not required under CUPCCAA.

### Source

CUPCCAA includes Public Contract Code section 22032.

This section states,

“(a) Public projects of seventy-five thousand dollars (\$75,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.

(b) Public projects of two hundred twenty thousand dollars (\$220,000) or less may be let to contract by informal procedures as set forth in this article.

(c) Public projects of more than two hundred twenty thousand dollars (\$220,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.”

### Reference Materials

California Uniform Construction Cost Accounting Commission website

### FAQs

Cost Accounting Policies and Procedures manual 2025 Edition

The website includes reference materials as well as commission meeting documents.

The FAQs include 38 questions and answers about CUPCCAA guidelines.

The manual includes 7 chapters that cover implementation, policies, and procedures of CUPCCAA.

**Status:** Closed.

## Re: Meeting Schedules for California Uniform Construction Cost Accounting Commission

**Inquiry:** Can you please send me the information on the next meeting of the California Uniform Construction Cost Accounting Commission?

**Response:** The next meeting of the California Uniform Construction Cost Accounting Commission (CUCCAC) is tentatively scheduled to be held from 10am – noon on Friday, May 16, 2025.

The official announcement and meeting agenda (will include MS Teams link) will be published on or before May 7, 2025.

If you would like to be notified of the official announcement, you can sign up on the CUCCAC webpage at: [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html)

For your reference, here is the link to sign up for all CUCCAC announcements:  
[https://www.sco.ca.gov/lgpsd\\_cuccac\\_notification\\_email.html](https://www.sco.ca.gov/lgpsd_cuccac_notification_email.html).

**Status:** Closed.

## UPCCAA Questions

**Inquiry:** If our District elects to adopt the CA Uniform Public Constructing Cost Accounting Act do we have to follow the Uniform Public Construction Cost Accounting procedures for projects that are not done by force account? What I'm reading from the FAQ is that it seems like the accounting procedures only become applicable if our own forces perform the work.

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry about a Public Agency electing to be subject to the CA Uniform Public Construction Cost Accounting Act (CUPCCA).

Your inquiry has been assigned reference number (SCO ID 998). If you have additional questions related to this inquiry, then please include the SCO ID # in the e-mail subject line.

A few clarifying points:

- Electing to become subject to CUPCCA is electing to become subject to the Uniform Public Construction Cost accounting procedures. [sample resolution is included on page 6 of the Cost Accounting Policies and Procedures Manual]
- The California Uniform Construction Cost Accounting Commission (CUCCAC) administers CUPCCA in accordance with Public Contract Code section 22010.
- CUCCAC's webpage is California Uniform Construction Cost Accounting Commission.
  - o You may download the Cost Accounting Policies and Procedures Manual from the link or the website.
  - Page 41 of the Manual includes three paragraphs covering CUCCAC Philosophy & Applicable Projects.

- The phrase "Public Project" is defined by CUPCCA at Public Contract Code section 22002.

FAQ # 9 emphasizes an Agency's own forces, yet the Uniform Public Construction Cost Accounting procedures still apply to "Public Projects" that are not done by force account.

**Status:** Closed.

### CUPCCA Registration

**Inquiry:** We received a Grant for some water fountains for our Elementary School. Looks like the grants Project managers would like to use CUPCCAA to ensure uniform cost for an easier experience. Looks like we are not registered for CUPCCAA. I am new to this program and am looking to register our district ASAP.

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry about opting into California Uniform Construction Cost Accounting Act (CUPCCAA).

Your inquiry has been assigned reference number (SCO ID 999). If you have additional questions related to this inquiry, then please include the SCO ID # in the e-mail subject line.

Question

How may Raymond-Knowles Union School District opt into CUPCCAA and become subject to CUPCCAA?

Answer

The governing body of Raymond-Knowles Union School District must elect by resolution to become subject to the Act and must file a copy of the approved resolution with the State Controller's Office.

Supporting Documents

-Frequently Asked Questions

- o # 5 specifically.

-Cost Accounting Policies and Procedures Manual

- o The sample election resolution is found in section 1.02 on page # 6.

-California Uniform Construction Cost Accounting Act

- o California Government Code

**Status:** Closed.

### CUPCCA

**Inquiry:** I am reaching out to express our agency's interest in joining the California Uniform Public Construction Cost Accounting Act (CUPCCA). We are currently reviewing our public works contracting procedures and believe that participation in CUPCCA would help streamline our processes and enhance efficiency.

We understand that commissioners may be available to provide training or presentations to support agencies in adopting the Act. If possible, we would greatly appreciate the opportunity for a presentation or informational session to help our team better understand the benefits and implementation process.

Please let me know if such an opportunity is available and how we can coordinate next steps.

**Response:** Commission responded to inquirer requesting additional information and they did not reply back.

**Status:** Closed.



### CUCCAC Meeting Minutes

**Inquiry:** Is it possible to obtain a copy of the Meeting Minutes for the Commission Meeting held on January 31, 2025?

**Response:** The State Controller's Office (SCO) appreciates you submitting your inquiry regarding the Meeting Minutes for the California Uniform Construction Cost Accounting Commission (CUCCAC) meeting held on January 31, 2025.

Your inquiry has been assigned reference number (SCO ID 1001). If you have additional questions related to this inquiry, then please include the SCO ID # in the e-mail subject line.

The January 31, 2025, meeting minutes have not yet been approved because CUCCAC meeting minutes are approved and published at the subsequent meeting.

I can share the following:

- 1) CUCCAC voted 5-4 to approve the motion to find the City of Beaumont in violation of Public Contract Code section 22042(c).
- 2) The 2/14/2025 letter from CUCCAC to the City of Beaumont.

**Status:** Closed.

### Trade Journal BidAmerica

**Inquiry:** I hope this message finds you well. I wanted to provide a quick update regarding the trade journals listed for San Bernardino County and to request clarification based on the guidance outlined on page 10 of the manual.

The trade journals listed in Column B are accurate and currently being used. However, for the journals listed in Column C:

- Kern County Builders has confirmed multiple times that they do not post for San Bernardino County.
- BidAmerica has been restricted from downloading documents directly from PlanetBids, even when invited by an entity, due to their practice of reselling access to bid documents.

Given this situation, we want to ensure that we are in compliance. Based on the note on page 10 of the manual, we believe we are as the note on that page states:

"Users are not required to mail a notice to a trade journal if the trade journal listed under their county is now charging for its services or is out of business. Instead, the Commission requests that users find some other method of notifying potential contractors of published jobs and how to be added to their informal bidding lists (e.g. internet – county's web page)."

Does continuing to post our bids on the online Platform Planet Bids, along with the link to the portal being provided on our city's website, meet the compliance requirements outline on page 10 of the manual in light of the issues with two Column B journals?

I appreciate your guidance on this issue and thank you for your time.

**Response:** In regard to your recent inquiry concerning proper methods of notification of bid opportunities for City contracts, I would concur that your process of posting on the Planet Bids platform and providing a link to the list of qualified bidders on your City website satisfies the requirements of Section 22034 of the Public Contracts Code.

If you maintain the list of of qualified bidders as described in that section that alone would be enough to meet the requirement. I would suggest reviewing that code section before making that decision.

At any rate, I believe your description of your work process more than meets the required standard.

**Status:** Closed.

### Informal Bidding Procedures

**Inquiry:** I'm new to using CUCCAC and was curious if you could pass along resources or direct me to Agencies who are more familiar with the informal bidding procedures authorized by CUCCAC.

The advertising requirements and maintaining approved Contractor's list is straightforward, but I'm curious how Agencies publish bid requirements, conduct site visits, publicize notices etc.

What I found with conducting my first informal solicitation, is I crossed over into how I typically run IFBs (Advertised using trade journals and posted to website, Issued Addenda, Notices) but did not conduct a public bid opening and authorized discussions prior to award. It seems to me that this aligns with what is authorized vs not using informal procedures, but I could be wrong!

Just curious and looking to connect with others who have more experience so I can improve our procedures.

**Response:** In response to your inquiry about bid solicitation procedures for your projects, I would offer the following:

The CUPCCAA procedures refer strictly to notification about bid opportunities and requirements to maintain a list of qualified bidders in that regard. The actual process you utilize to convey bid requirements, conduct site visits, schedule public bid openings and other activities is beyond CUPCCAA's scope. Your agency should address those requirements in its own policies.

There is a list of participating agencies on the CUCCAC pages of the State Controller's Office website. I suggest that, if you would like some guidance, you should contact a member agency that you might know and share knowledge and experience that might help you set your policies going forward.

**Status:** Closed.