

Procurement of Events (Policy 33)

Version: 5.00

Effective Date: 11/1/2023

Approval: Chief Procurement Officer, Betsy Hayes

Policy Statement

This policy is for procurements related to conferences, meetings, and special events, including related goods and general services. This policy is supplementary to ALP manual and policies.

Applicability

This policy applies when the State, regardless of the funding source, pays for or sponsors a conference, convention, meeting, training session, or special event (collectively “event”), in whole or in part.

It includes all related goods and general services including, but not limited to:

- meeting facilities,
- lodging,
- food and beverages, and
- rental of audio-visual and other equipment.

This policy does not apply to:

- agency business decisions to approve monetary sponsorships,
- construction and rental of booths,
- conference registration fees,
- use of agency staff, and
- professional/technical (P/T) services, such as event planners and speakers.

Total Projected Cost Consideration

Total projected cost includes all applicable costs that will be paid to the contractor(s) regardless of who will be paying for the cost of the obligations. If the event is scheduled on a recurring basis within a fiscal year at the same venue, then the agency must consider the cumulative cost of all occurrences as part of the total projected cost.

Alcohol

Providing alcoholic beverages or a “cash bar” is prohibited. State funds must not be used to pay for alcohol, a cash bar, or costs associated with a cash bar (e.g., alcoholic beverages, bartenders, wait staff, security, or venue space).

Providing state-paid or state-sponsored space as a location for another organization or entity to provide a cash bar or serve alcoholic beverages is prohibited.

Encumbrance

For events that occur in the current fiscal year, funds must be encumbered prior to executing the contract. For events that occur in a future fiscal year, the agency must have a written commitment to encumber funds prior to issuing a contract award and must encumber the funds as soon as the fiscal year budget is available.

Contracting with Other Governmental Units

An agency may contract for an event with another state agency or a government entity (collectively “[governmental unit](#)”) directly for contracts with a total projected cost under \$50,000. For contracts with a total projected cost of \$50,000 or more an approved written exception must be obtained from OSP. A contract with another state agency should leverage an Interagency Agreement. A contract with another governmental entity may be created through a Joint Powers Agreement (JPA). Agencies must competitively solicit for the event if the total projected cost is \$50,000 or more **unless a written exception is approved by OSP**.

An Agency needs to work with their [P/T Coordinator](#) to utilize the Facilities Use Addendum when presented with contractual documents from another governmental unit.

Exceptions

Exceptions to this policy may be allowed provided the agency can justify a business need and document it in a written request to OSP for consideration. Include OSP’s approval in the purchasing file. Exceptions must be approved before they can be incorporated into the solicitation or contract.

History

Version	Description	Date
5.0	Procurement of Events (Policy 33, Update)	11/1/2023
4.0	Procurement of Events (Policy 33)	12/1/2018
3.0	Purchasing Policy 33: Procuring Conferences, Meetings, and Events, and Related Goods and Services (2 nd Revision)	8/20/2009

Contact

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