



AGENDA ITEM 5 (ACTION ITEM)

CONTRACT DELEGATION

JUNE 17, 2026

STAFF REPORT

Government Code Section 8857 authorizes the Commission to delegate to the executive director the authority to enter into contracts on its behalf. For purposes of this delegation, counsel advises that the term “contracts” includes purchases of goods and services through purchase order and standard agreements. It uses purchase orders and standard agreements to pay for copier service agreements, association memberships, office equipment & supplies, educational technology services, and professional services. In general, most CDIAC operating expense and equipment (“OE&E”) expenditures fall under this broader “contract” category and are therefore relevant in the context of the executive director’s contract authority.

On June 25, 2025, the Commission approved Resolution 25-01, authorizing the executive director to enter into contracts and interagency agreements in FY 2025-26 under specified thresholds. Specifically, an individual contract may not exceed \$400,000 and an interagency agreement for administrative services may not exceed \$425,000. Resolution 25-01 also established the cumulative amount of the delegation to the executive director at \$1.8 million. In addition, the resolution requires the executive director to report on all contracts approved pursuant to the resolution.

When considering the amount of contract authority to delegate to the executive director for FY 2026-27, it is relevant to bear in mind prior year OE&E expenditures, the proposed FY 2026-27 budget appropriation for OE&E, and CDIAC’s contract history.

CDIAC OE&E expenditures, included in the broader definition of “contracts” and covered by the cumulative delegated contract amount, are projected to be approximately \$929,434 through June 30, 2026, as follows.

STO Administrative services	\$326,813
Rent & facilities operation ¹⁷	165,978
Information technology ¹⁸	154,744
Travel and training	27,000
General office expenses	45,000
Printing and postage	3,346
Communications ¹⁹	17,135
Furniture & Equipment ²⁰	5,000
State professional services ²¹	10,000
Educational facilities & services ²²	174,418
External professional services ²³	0
TOTAL	\$929,434

The proposed FY 2026-27 budget appropriation for OE&E is the same as FY 2025-26 at \$1,570,000.

¹⁷ Includes rent as well as building security and Central Plant heating and cooling services at the Bonderson Building/Unruh.

¹⁸ Includes interagency agreement with STO ITD for Azure and Debt Watch 2.0 and Debt Guide maintenance and enhancement updates, APS web hosting services Debt Guide application, and annual software purchases.

¹⁹ Includes phones (desk/cell) and EMMA (email marketing) subscription.

²⁰ Includes computer equipment purchase for 10 replacement laptops.

²¹ Includes CalHR fees, DGS fees (Contract legal review, records storage, procurement related), and personnel audit.

²² Includes contract for Municipal Debt Essentials, San Jose, September 15-17, 2026, Land Secured 2-day program, Pleasonton, September 10-11, 2025, credit card processing, online registration application, webinar services, and 1,200 Learning Management System user licenses.

²³ CDIAC currently does not have a professional services contract nor related expenses.

Major contracts or interagency agreements open during FY 2025-26 include:

VENDOR	SERVICE	START	END	AMOUNT
State Treasurer's Office	Administration & IT	7/1/25	6/30/26	\$326,813.00
State Treasurer's Office	Rent, operations, security	7/1/25	6/30/26	\$165,978.00
State Treasurer's Office	Azure Services	7/1/25	6/30/26	\$60,000.00
State Treasurer's Office*	Azure Services	7/1/26	6/30/27	\$60,000.00
State Treasurer's Office	Database O&M	6/1/24	6/30/26	\$69,500.00
State Treasurer's Office*	Database O&M	7/1/26	6/30/27	\$69,500.00
Adv. Problem Solving	Debt Guide Web Hosting	3/1/26	8/30/27	\$10,440.00
Bank of America	Cash Pro for ZBA	5/1/25	4/30/28	\$7,600.00
Elavon, Inc.	Credit card processing	6/1/23	5/31/28	\$15,000.00
Mergent Business Solutions	Webex - webinar hosting	8/1/25	4/1/26	\$2,260.13
Mergent Business Solutions	Webex - webinar hosting	4/1/26	3/31/27	\$3,013.50
Elavon, Inc.	Credit card processing	6/1/23	5/31/28	\$15,000.00
Learning Stream	Event registration	6/1/25	5/31/26	\$4,189.00
Learning Stream	Event registration	6/1/26	5/31/27	\$4,398.03
DoubleTree Pleasanton	Venue - Land Secured (9/10-9/11/25)	4/7/25	9/30/25	\$33,000.00
Hilton San Jose	Venue - Debt Essentials (9/15-9/17/26)	3/2/26	10/2/26	\$120,000.00

* Anticipate contract execution in FY 2026-27, not executed as of 5/30/26.

STAFF RECOMMENDATION

Given the current fiscal year expense projections for OE&E, the proposed budget authority for FY 2026-27 OE&E, the contracts and agreements in place in FY 2025-26 and projected for FY 2026-27, staff recommend that the contract authority delegated to the executive director in FY 2024-25 be \$400,000 for a single contract and remain at \$1,800,000 for all contracts cumulatively. Further, staff also recommend that the FY 2026-27 limit on contract authority for the interagency agreement with the State Treasurer's Office for administrative services also remain the same as it was in FY 2025-26 at \$425,000.

Resolution 26-01 resolves to delegate to the executive director cumulative contract authority of \$1,800,000, with any single contract authority limited to \$400,000, not including the interagency administrative services agreement authority, which is limited to \$425,000.

Resolution 26-01

Date of Adoption: June 17, 2026

WHEREAS, Government Code Section 8857 authorizes the California Debt and Investment Advisory Commission (Commission) to delegate to the Commission's Executive Director the authority to enter contracts on its behalf; and

WHEREAS, Section 1208 (1)(e) of the State Administrative Manual requires that contracts in excess of \$5,000 entered into by state boards, commissions and authorities shall be accompanied by a copy of the approved resolution authorizing the execution of those agreements;

NOW, THEREFORE, BE IT RESOLVED, by the California Debt and Investment Advisory Commission all of the following:

Section 1. The Executive Director of the Commission has demonstrated the ability to be accountable for the resources of the Commission and, without specific individual Commission approval, shall be delegated for Fiscal Year 2026-27 the responsibility to do all of the following:

- (1) Enter into and execute external contracts and interagency agreements up to an amount of \$400,000 except as provided in the following:
 - (a) The value of the standard agreement for interagency administrative services with the State Treasurer's Office shall not exceed \$425,000.
 - (b) The cumulative amount for all contracts shall not exceed \$1,800,000 in Fiscal Year 2026-27.
- (2) Amend contracts and interagency agreements that only extend the term of the contract or interagency agreement as long as the total amount of the contract or interagency agreement over its full term does not exceed the amounts specified in paragraph (1).
- (3) Provide technical amendments that do not involve the encumbrance of Commission funds.
- (4) Amend contracts and interagency agreements involving expenditures as long as the total amount of the contract or interagency agreement over its full term does not exceed the amounts specified in paragraph (1).

Section 2. For the purposes of this resolution, a contract shall include, but need not be limited to, standard agreements, purchase orders, and service orders.

Section 3. The Executive Director of the Commission shall report to the Commission all contracts and interagency agreements approved pursuant to this resolution.

Section 4. This resolution shall take effect immediately upon its adoption.

Robert Berry, *Executive Director*