



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

## MEMO

**Subject:** Bureau of Procurement Policy Directive 2011-1

**To:** Deputy Secretary for Administration  
Procurement Directors

**cc:** Ken Rapp, Deputy Secretary for Procurement

**From:** Michael A. Richart, Chief Procurement Officer  
Bureau of Procurement

**Date:** June 30, 2011

Effective July 1, 2011 all agencies under the Governor's jurisdiction that require an analysis of a supplier's financial stability as part of an RFP evaluation are required to utilize the services of the Office of Budget, Bureau of Commonwealth Accounting. The financial analysis will include a review of the entity's previous three financial statements, calculating and analyzing various financial ratios, and comparing the information against industry standards and trends. Upon completion of the review a recommendation, including some key financial information will be provided to assist the agency in determining if the entity should be included or excluded from the procurement process for financial reasons.

If you have any questions, please contact Richard Cardamone, Director of Accounting at 265-7274 or Christine Baldini, Assistant Director at 265-7267.