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GAVIN NEWSOM
GOVERNOR

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G-2025-Regional Center Operations-001

TO: REGIONAL CENTER BOARD PRESIDENTS
REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: REGIONAL CENTER GOVERNING BOARD APPROVAL OF
CONTRACTS

This letter provides guidance regarding [Welfare and Institutions Code \(WIC\) Section 4625.5\(b\)](#), related to approval by the regional center governing board of contracts totaling two hundred fifty thousand dollars (\$250,000) or more.

WIC Section 4625.5(b), states: “No regional center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless **approved by the governing board** of the regional center...” (emphasis added). Boards shall only consider and approve contracts that have a stated monetary value, identified in a contract, of \$250,000 or more. WIC Section 4625.5 does *NOT* apply to vendor approval letters, service provider contracts that may result in payments of \$250,000 or more depending on utilization of services, or individual purchase of service (POS) authorizations where the totality of the POS authorizations for a vendor may exceed \$250,000. Such transactions are not the considered “contracts” specified in WIC Section 4625.5.

Regional centers must review, and if necessary, update existing bylaws, policies and procedures to align with this letter.

Should you have any questions or concerns regarding this letter, please contact your primary regional center liaison in the Office of Community Operations via email at oco@dds.ca.gov, or by phone at (916) 654-1958.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Service Directors
Association of Regional Center Agencies