



GARY S. MAY  
Chancellor

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Dear CLC Colleagues:

As you know, at its November 2019 meeting, the Board of Regents adopted Regents Policy 5402: Policy Generally Prohibiting Contracting for Services, available online via this [link](#). The Regents policy currently applies all of the following covered services:

- contracts for cleaning;
- custodial;
- janitorial or housekeeping services;
- food services;
- laundry services;
- groundskeeping;
- building maintenance;
- transportation and parking services;
- security services;
- billing and coding services;
- sterile processing;
- hospital or nursing assistant services; and
- medical imaging or other medical technician services.

I write today to inform you that it is my expectation that, consistent with Policy 5402, UC Davis will utilize in-house employees to perform these covered services to the greatest extent possible before resorting to use of private contractors for such services. Please communicate this expectation to your divisional managers and supervisors.

In the rare event that a covered service must continue to be contracted out, the appropriate Vice Chancellor will need to personally approve that request and bring it to me for my consideration and approval. At this point in time, I do not foresee approving any such requests absent written justification for each contract that it clearly meets the limited circumstances described in Policy 5402.

To reiterate, going forward, it is my expectation that all of the above referenced covered services will be performed in-house by university employees.

Please let me know if you have questions or wish to further discuss this matter. I expect you and your division's full compliance with the Regents Policy 5402.

Best regards,

A handwritten signature in black ink that reads "Gary S. May".

Gary S. May  
Chancellor

/am