STATE ADMINISTRATIVE MANUAL

MANAGEMENT MEMO

SUBJECT: **STATE CONTRACT AND PROCUREMENT REGISTRATION SYSTEM (SCPRS)**	NUMBER: **MM 03-09**
	DATE ISSUED: **MAY 12, 2003**
	EXPIRES: UNTIL REVOKED
REFERENCES: Government Code 14600, 14615, 14616, Public Contract Code 10295, 10333, 10351, 12100 et seq.	ISSUING AGENCY: Department of General Services

The purpose of this Management Memo is to establish a uniform reporting process for the purchase of goods and services (both information technology and non-information technology) and *all other contracts* over $5000. This also includes grants, subvention contracts, public works, and architectural and engineering services contracts. This applies to all purchases made or contracts executed with a delivery date or commencement date after June 30, 2003.

Effective July 1, 2003, all state agencies will be required to enter summary information via the internet regarding all purchases or contracts over $5000. This information will be electronically filed, thus creating an accurate database of all significant state agency purchases on a near real time basis. As used herein, the term agency shall include all agencies, departments, boards, commissions or other state bodies whose contracts are generally subject to DGS review and approval pursuant to Public Contract Code 10295.

The State Contract and Procurement Registration System (SCPRS) is an Internet based application that will "receive" information submitted electronically by state agencies engaged in contracting and purchasing activities. The site is located at https://www.scprs.dgs.ca.gov/. Background information regarding the project can be found at that site on the "Overview" link.

Although the application is designed to be user-friendly, training sessions will be offered to potential users. User instructions are also incorporated into help screens. Please see the SCPRS website (above) for further information regarding the schedule and locations of training.

The system is designed to generate a unique "registration number" for each transaction. **This number must be included on contracts and purchase orders before the final purchasing/contract documents are sent to contractors/vendors.** The Std. 65 and Std. 213 forms are being revised to accommodate the registration number. Responsibility for entering this information is as follows:

a. Purchase orders are to be entered by the agency that completes the transaction. Immediately prior to sending the fully executed purchase order to the contractor/vendor, the purchase order/contract must be entered into the system; the registration number shall be obtained and then entered on all copies of the purchase order. If DGS is making purchases for another agency, DGS will enter the information in SCPRS on behalf of the agency whose budget is paying for the goods/services.

b. Contracts that require DGS approval shall be entered into the system by the contracting agency after DGS approval has been obtained. The registration number shall then be affixed on the approved contract prior to sending final documents to the vendor/contractor. The agency's file copy must also contain the number.

c. Contracts that are exempt from DGS approval shall be entered into the system by the contracting agency immediately prior to sending the fully executed purchase order/contract to the contractor/vendor, with the registration number affixed to the purchase order/contract. The agency's file copy must also contain the number.

It is critical that all contracts or purchase orders are entered into the system as required. This is an essential part of contracting and purchasing duties. Adherence to registration requirements is necessary for agencies to receive and maintain delegated purchasing authority and current contract review exemption levels from DGS and will be subject to DGS compliance audits.

The SCPRS database will be accessible by submitting agencies in order to view their own contract information. This information may be downloaded for any agency reports. However, SCPRS will not replace other currently required agency reporting responsibilities relating to contracting. Future iterations of SCPRS system may interface with existing agency contracting systems.

Requests to exempt specific contracts based on legally required confidentiality or where necessary to protect the State's interest must be submitted to SCPRSAdministrators@dgs.ca.gov.

For questions regarding the SCPRS program, please contact the SCPRS help desk at (916) 376-1966 or by e-mail at SCPRSAdministrators@dgs.ca.gov.

Original Signed by J. Clark Kelso, Interim Director

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Department of General Services