



**Department of General Services
Procurement Division**

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**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)
Small Business and Disabled Veteran Business Advocates**

RE: State Contracting Manual, Volumes 2 & 3

This Broadcast Bulletin is to inform State agencies that the State Contracting Manual (SCM), Volumes 2 & 3 have been updated and are available on the Department of General Services (DGS), Procurement Division (PD) website at: <http://www.pd.dgs.ca.gov/default.htm> under the *Policies/Training* tab.

The SCM, Volume 2, formerly known as the *Purchasing Authority Manual*, was released in 2004. The SCM, Volume 3, which was developed for the acquisition of Information Technology (IT) goods and services, was introduced in 2007. The main purposes of this update are: 1) to incorporate current policies and procedures into the manuals, and 2) to have stand alone manuals for the procurement of non-Information Technology goods (Volume 2) and IT goods and services (Volume 3).

All chapters of each volume have been modified to include updated information, including contact information, forms and links. Additional changes to note include (chapter identification):

- (1) Consolidation of chapters that pertain to purchasing authority
- (3) Modified examples of applying preferences and incentives
- (3) Removal of references to the Good Faith Effort in meeting the DVBE Program Requirement
- (3) Added new DVBE requirements including Prime Vendor reporting and DVBE subcontractor substitution requirements
- (4) Updated dollar thresholds for the SB/DVBE Incentive
- (4) Updated information regarding the use of "informal" and "formal" procurements
- (4) Added topic for *Limit to Brand or Trade Name*
- (5) Updated NCB/SCR forms and signature authority
- (5) Removed the requirement to submit a Notice of Contract Award
- (6) Updated Leveraged Procurement Agreement (LPA) dollar thresholds
- (6) Updated links to current LPA database

- (12) Updated list of mandated reports

Departments are cautioned to not solely rely on the listing above for all changes. DGS/PD encourages Procurement and Contracting Officers (PCOs), Purchasing Authority Contacts (PACs) and all staff involved in the procurement of non-IT goods and/or IT goods and services to review the manuals in their entirety to familiarize themselves with the content.

The SCM Volumes 2 and 3 are available using the links for the previous versions of the manual. The web page for each volume will contain an archive page containing the previous manual as a reference. You will receive notification of updates to the manual via electronic mail (e-mail) broadcasting to department prime contacts. Department prime contacts are usually the PCO, PAC(s) and department Small Business Advocate. Subscribers to the Purchasing Authority Contact Correspondence and Information Page (<http://www.pd.dgs.ca.gov/deleg/pacinfo.htm>) will also get automatic notification whenever email updates are distributed.

Independent entities that are exempt from DGS oversight are encouraged to take all necessary actions to comply with the intent of the SCM Volumes 2 & 3.

If you have any questions regarding this notification, please contact:

Office of Policies, Procedures and Legislation

PPO@dgs.ca.gov