

For PD Use Only
SCR #: _____
Term Date: _____
Maximum \$ Limit: \$ _____

SPECIAL CATEGORY NCB REQUEST

For use when requesting approval for a special category NCB for Information Technology (IT) goods and services and non-IT goods and services pursuant to the State Contracting Manual 1, 2, 3, and F. All approved requests will be issued an SCR # for a maximum dollar amount for up to a 3-year "window" of approval. All transactions executed against this approval must reference both the SCR # and/or Purchasing Authority # as appropriate. See the Instructions for Use of Special Category NCB attached to this form.

All information must be provided and all questions must be answered. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

Department Information		
Agency:		
Department:		
Address:		
City:	State:	Zip Code:
Agency Billing Code:		Contract #:
Department Representative Information		
Contact / Buyer's Name		Technical Contact Name
Name:		Name:
Telephone:		Telephone:
E-Mail:		E-Mail:
Contract Category Information		
Contractor Name:		
Name of Category:		
Describe the types of purchases:		
Contract Type: <input type="checkbox"/> Non-IT Goods <input type="checkbox"/> Non-IT Service <input type="checkbox"/> IT Goods <input type="checkbox"/> IT Service <input type="checkbox"/> IT Goods & Services		
Term Date: Begin Date: _____ End Date: _____		
Contract/Trans. \$'s estimated per Calendar Year \$ _____ x _____ # of yrs (up to 3 yrs) = Total \$ _____		
# of Contracts/Trans. Estimated per Calendar Year _____ x _____ # of yrs (up to 3yrs) = Total # _____		
Provide a description of the goods or services to be acquired:		
(Use additional pages as necessary, but signatures must stay fixed to the first page.)		
Required Approvals		
<p style="text-align: center;">Department</p> <p style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>_____</p> <p style="text-align: center; font-size: small;">Signature of Director or Designee/Date</p> <p>_____</p> <p style="text-align: center; font-size: small;">Print Name of Director or See Instructions</p>	<p style="text-align: center;">Agency</p> <p style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>_____</p> <p style="text-align: center; font-size: small;">Signature of Agency Secretary or Designee/Date</p> <p>_____</p> <p style="text-align: center; font-size: small;">Print Name of Agency Secretary or See instructions</p>	<p style="text-align: center;">Dept. of General Services</p> <p style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>_____</p> <p style="text-align: center; font-size: small;">Signature of Director or Designee/Date</p> <p>_____</p> <p style="text-align: center; font-size: small;">Print Name of Director or Designee</p>

Submit completed original form to:
 Department of General Services, Procurement Division
 Dispute Resolution Unit
 707 Third Street, Second Floor
 West Sacramento, CA 95605

SCR Form and Additional Documents

Departments must use this forms when submitting an SCR request. No substitute format will be accepted. The DGS/PD may require departments to submit additional documentation to support analysis of the justification. Additional documentation may include, but is not limited to the statement of work, cost breakdown, funding source, grant funding, resumes, etc.

Complete responses must be provided for all of the following items.

A. WHY IS THIS CATEGORICAL EXEMPTION NECESSARY?

1. Describe the acquisition category being requested and why it is restricted to this good/service/supplier.

(Identify any time critical requirements that prevent the exercise of reasonable efforts to compete for the good or service.)

* Reference the Public Contract Code (PCC) that applies, i.e., 10301/10302, 10340 or 12102.

2. Provide the background of events that prompted this request.

(For non-IT and IT goods, include the unique performance factors and explain why they are required?)

3. What are the consequences of not purchasing the proposed category?

4. What criteria were used in the market research to substantiate no competition for the proposed category, including evaluation of other goods/services?

(Provide a narrative of the extent of your market research to include suppliers contacted or an explanation of why market research was not conducted. For non-IT and IT goods, also include what other products were examined and why they were rejected?)

B. PRICE ANALYSIS

1. How was the price offered determined to be fair and reasonable?

(Explain and provide the basis of your comparison to include market rate, contract pricing, historical pricing, cost breakdown, etc., as applicable.)

Instructions for Use of Special Category NCB

Signature Instructions for Agencies with an Agency Secretary

This form requires approval by Agency Secretary or Agency Undersecretary and the department director or designee. The Agency Secretary may designate one person, in addition to Agency Undersecretary, to sign on his/her behalf, of cabinet officer level (e.g., Assistant Undersecretary, Deputy Secretary, etc., the actual title is dependent upon the Agency's organizational structure). The department director may delegate review and approval authority to his/her deputy directors and/or the Procurement and Contracting Officer. The director's designee shall send ratification notification to their director upon the designee's approval of the SCR transaction. The typed name and signature must match for both signatures.

Signature Instructions for Agencies that do not have an Agency Secretary

This form requires approval by the highest ranking executive officer or designee. The highest ranking officer may designate one person to sign on his/her behalf subject to DGS approval. The highest ranking officer may delegate review and approval authority to his/her deputy directors and/or the Procurement and Contracting Officer. The designee shall send ratification notification to their highest ranking executive officer upon the designee's approval of the SCR. The typed name and signature must match.

In accordance with the State Contracting Manual, Volume 1, Chapter 5, Volume 2, Chapter 5, Volume 3, Chapter 5, and Volume F, Chapter 6, this Special Category NCB Request form is to be used whenever a department determines that a significant number of repeat NCB's will occur within the "window" of approval (maximum is 3 years) for a category of goods or services that warrant requesting approval for that category of goods or services rather than requesting approval of individual NCB transactions.

All requests for Special Category NCB's must use this form. Requests for services (non-information technology (IT) and IT must be accompanied by a Std. 821, Contract Advertising Exemption Request. Use a separate form for each category type. The request must be re-approved whenever one of the signatories changes. All Special Category NCB's must have an estimated annual dollar amount for the term of the SCR authority for a period not to exceed 3 years. SCR's must be re-requested for additional terms and may only exceed the approved dollar amount up to 10%. SCR's must be re-requested 45 days prior to expiration as they cannot be amended. The term date is stated in the box "For DGS Use Only".

NOTE: This form is not to be used for emergencies, nor is it to be used to aggregate requests on behalf of other departments.

Warning: Departments must track all contracts/purchase orders executed at departments with approved Special Category NCB's. The tracking must at a minimum include the Special Category approval number issued by DGS, the contract/PO number and the dollar amount. These will be reviewed when a Purchasing Authority compliance review is scheduled.

Purchase of goods and IT goods and services:

Departments without delegated purchasing authority and for transactions that exceed delegated purchasing authority:

- Complete the form including required approvals and forward to DGS-PD, Dispute Resolution Unit. The approved SCR form will be returned with an SCR # noted in the upper right hand box.

Departments with delegated purchasing authority:

- Complete the form including required approvals and forward to DGS-PD, Dispute Resolution Unit. The approved form will be returned with an SCR # noted in the upper right hand box. All transactions completed by departments must be within purchasing authority limitations granted by DGS-PD and must be documented with the SCR #.

Contracts for non-IT services:

- Complete the form including required approvals and forward to DGS-PD, Dispute Resolution Unit. The approved form will be returned with an SCR # noted in the upper right hand box. A copy of the approved form must be filed with all contracts and must accompany all contracts that require DGS-OLS approval.