

CONTRACT ADVERTISING EXEMPTION REQUEST (IN CALIFORNIA STATE CONTRACTS REGISTER)

STD. 821 (REV. 10/2019)

Government Code Section 14825 (et seq.) requires that all agreements entered into by state agencies for services shall be published in the California State Contracts Register (CSCR), unless exempted. Agreements which have been exempted by Department of General Services shall be listed in the CSCR.

TYPE OF REQUEST <i>(Check one)</i> <input type="checkbox"/> NON-COMPETITIVELY BID (NCB) CONTRACT JUSTIFICATION <i>(attach NCB)</i>	SERVICE TYPE <input type="checkbox"/> EXEMPTION FROM ADVERTISING
<input type="checkbox"/> NON-IT/TELECOM RELATED SERVICE	<input type="checkbox"/> IT/TELECOM RELATED SERVICES

DEPARTMENTAL CONTACT INFORMATION

PLEASE TYPE

NAME: _____	IMS CODE _____
DEPARTMENT: _____	
DIVISION: _____	
ADDRESS: _____	
CITY, STATE, ZIP: _____	

AGENCY BILLING CODE

CONTRACT DESCRIPTION

TELEPHONE NUMBER *(Not CALNET-Include Area Code)*

CONTRACT NUMBER	AMENDMENT NUMBER <i>(If Applicable)</i>	CONTRACT AMOUNT	AMENDMENT AMOUNT <i>(If Applicable)</i>	CONTRACT PERIOD
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PROVIDE CONTRACTOR'S NAME AND ADDRESS ONLY IF A NON-COMPETITIVELY BID (NCB) CONTRACT IS PROPOSED	CONTRACTOR'S NAME	FEDERAL EMPLOYER IDENTIFICATION NUMBER
	CONTRACTOR'S ADDRESS <i>(Number, Street)</i>	
	<i>(City, State, ZIP Code)</i>	

An exemption from advertising in the California State Contracts Register is not an exemption from Disabled Veteran Business Enterprise (DVBE) participation goal attainment.

EXEMPTION JUSTIFICATION *(Attach additional sheets if necessary)*

AUTHORIZED SIGNATURE 	DATE SIGNED
TELEPHONE NUMBER <input type="checkbox"/> CALNET	

PROCUREMENT DIVISION USE ONLY

ACTION TAKEN ON REQUEST

APPROVED DENIED *(See Below)*

AUTHORIZED SIGNATURE 	DATE SIGNED
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SEND TO:

NAME: _____	IMS CODE _____
DEPARTMENT: DEPARTMENT OF GENERAL SERVICES	Z-1
DIVISION: PROCUREMENT DIVISION	
ADDRESS: 707 THIRD ST., Second Floor	
CITY, STATE, ZIP: WEST SACRAMENTO, CA 95605	

COMMENTS

**CONTRACT ADVERTISING EXEMPTION REQUEST
(IN CALIFORNIA STATE CONTRACTS REGISTER)**

STD. 821 (REV. 10/2019) REVERSE

INSTRUCTIONS

An exemption from advertising in the California State Contracts Register is not an exemption from Disabled Veteran Business Enterprise (DVBE) participation goal attainment.

1. Submit the original and one copy of the completed form and all supporting documents to the Department of General Services, Procurement Division for review and action. (Attach completed, NCB Contract Justification form as applicable.)
2. All applicable elements of the Justification form must be completed or the request may be denied.
3. Do not provide the name and address of the proposed contractor unless the request is to enter into a contract on a non-competitively bid basis.
4. All requests must include comprehensive justification.
5. Non-competitively bid contract justifications must include a narrative of the efforts made to secure similar services from other sources. Refer to the State Contracting Manual Section 5.70.

GENERAL INFORMATION

It is required by statute that State agencies advertise and bid all contracts for services over \$5,000. It is the agency's responsibility to develop and adopt contracting procedures which maximize competition and effect timely and proper contract award and execution.

The STD. 821, Contract Advertising Exemption Request, allows the Department of General Services to exempt agencies from these requirements when such action is justified.

Exemption is granted by either an approved request to be exempt from advertising in the California State Contracts Register or by an approved request to enter into a contract on a non-competitively bid basis.

Definitions of Requests:

REQUEST TO BE EXEMPT FROM ADVERTISING - A bid is going to be conducted. Request is made to be exempt from the requirement of advertising in the California State Contracts Register, which is required by Government Code Section 14827 et seq. The request is made because: (1) the exemption is necessary to preserve life or state property, or (2) there is an interest to the State that is so compelling that the agency believes an exemption is warranted.

REQUEST FOR NCB CONTRACT - Request is made to be exempt from competitive bidding because: (1) there is only one supplier that can perform the service, or (2) there is an interest to the State that is so compelling that the agency believes it warrants forgoing the competitive process per Public Contract Code Sections 10348 and 10380.

Refer to the State Contracting Manual for additional information.