



**Department of General Services
Procurement Division**

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Broadcast Date: June 10, 2011

**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)**

**RE: Elimination of the Non –Competitively Bid (NCB) Quarterly Reporting
Requirement**

The State of California's Department of General Services', Procurement Division (DGS/PD) is pleased to announce the elimination of the NCB quarterly reporting requirement.

In lieu of the hard copy reports, DGS/PD will now access NCB information from the State Contract and Procurement Registration System (SCPRS).

As a reminder, all contracts/procurements valued over \$5,000 are to be registered in SCPRS (see Chapter 8 in Volumes 2 and 3 of the State Contracting Manual (SCM)). Click here to access the [SCPRS web page](#). If you have questions or require assistance, contact the SCPRS Administrator at (916) 376-1966 or send an email to:

scprsadministrators@dgs.ca.gov.

The 4th quarter NCB report (April 1, 2011 through June 30, 2011) due July 10, 2011 and all subsequent NCB quarterly reports noted in Chapter 12 of the SCM, Volumes 2 and 3 are no longer required to be submitted. The language for this reporting requirement will be removed from both of volumes of the SCM later this month.

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

PAMS@dgs.ca.gov