

Justifications for Limiting Bidding (NCB/LCB)

The Office of Policies, Procedures and Legislation issued a [Broadcast Bulletin \(BB3 No. 08-04\)](#) on April 15, 2008 announcing the changes to the State policy regarding Limiting of Competitive Bidding and related revisions to the State Administrative Manual (SAM) and the State Contracting Manual (SCM).

When departments propose to limit receipt of the number of bids, there are three situations that require a justification to be submitted to DGS.

1. Non-Competitive Bid (NCB)

A request for a one time purchase of a commodity that is only available from one supplier. There are no authorized distributors for the company.

[Non-Competitive Bid \(NCB\) Justification Form](#) (MS Word)

2. Special Category NCB Request (SCR)

Request for a "blanket" NCB for particular category of goods. Departments request an SCR when it is expected to have a significant number of repeat purchases from a non-competitive commodity over a period of time.

[Special Category NCB Request Justification Form](#) (MS Word)

3. Limited Competitive Bidding (LCB)

A request to limit competitive bidding to a specified brand or trade name that is available for purchase from multiple distributors.

[Limiting of Competitive Bidding Statement](#) (MS Word)