

NON-IT Goods - Purchase Request Preparation and Submission Checklist

The following checklist has been developed to assist Agencies in the preparation and submittal of purchase requests (**Purchase Estimate (PE) STD. 66 / FI\$Cal Requisition**) to the Department of General Services (DGS) Procurement Division (PD), One Time Acquisitions (OTA) Unit, when the purchase exceeds an Agency Purchasing Authority.

This checklist and additional tools are available on the OTA website: <http://www.dgs.ca.gov/pd/Programs/onetime.aspx>

To submit NCB/SCR/LTB Requests please contact the Dispute Resolutions Unit (DRU) at: PDNCB@dgs.ca.gov

To view a list of Departments with Approved Purchasing Authority, go to: <http://www.dgs.ca.gov/pd/Programs/Delegated.aspx>

For Procurement and Policy information refer to the State Contracting Manuals (SCM) found at: <http://www.dgs.ca.gov/pd/Resources/FormsResourcesLibrary.aspx>. Submit procurement policy questions to: ppo@dgs.ca.gov

How to submit your Purchase Request:

- **Agencies not Transacting in FI\$Cal**, also known as Future Release, Exempt or Deferred (FRED) Agencies:

Submit a STD 66 – Purchase Estimate with all support documentation to IAU@dgs.ca.gov.

- **Agencies Transacting in FI\$Cal:**

Submit a Requisition via FI\$Cal and attach all support documentation. Procedures how to submit a Requisition to OTA can be found at: <http://www.dgs.ca.gov/pd/Programs/onetime.aspx>, under the section: *Purchase Requests (Purchase Estimate (PE) and Requisitions via FI\$Cal*.

Please note, not all items listed are applicable to each type of procurement request.

Item	Description	✓
Purchase Estimate (Agencies <u>not</u> Transacting in FI\$Cal, also known as Future Release, Exempt or Deferred (FRED) Agencies) OR FI\$Cal Requisition (Agencies Transacting in FI\$Cal)	Submit completed and signed PE and attachments to IAU@dgs.ca.gov . NOTE: Final product will be a Purchase Order (PO) Refer to SCM Chapter 2 Topic 6 - Purchase Requisition Submit a Requisition via FI\$Cal and attach all support documentation. Procedures how to submit a Requisition to OTA can be found at: http://www.dgs.ca.gov/pd/Programs/onetime.aspx , under the section: <i>Purchase Requests (Purchase Estimate (PE) and Requisitions via FI\$Cal</i> . NOTE: Final product will be a PO Refer to SCM-F Chapter 2 Topic4 – Purchase Requisition	
Ship To Address (FRED agencies only)	Provide Ship To Address(es) and respective FI\$Cal Ship To ID Number . All Ship To addresses must be entered in the FI\$Cal System before you submit your request. To request FI\$Cal to enter your Agency Ship To Addresses and get the Ship To ID Number, send request to: fiscalservicecenter@fiscal.ca.gov	

NON-IT Goods - Purchase Request Preparation and Submission Checklist

Item	Description	✓
Quotes	Provide quotes: Two (2) supplier quotes (if competitive) One (1) quote if using approved NCB/SCR	
Prior NCB/LTB/SCR (if applicable)	A prior NCB/LBT/SCR must be submitted with Prior Purchase Order. If original NCB/LTB/SCR approved amount does not cover the option to increase, an amendment to the NCB/LTB/SCR is needed.	
Technical Requirements	Provide Specifications documents, requirements or literature. Identify the mandatory and optional requirements.	
Drawing(s) or blue print(s) specific to the project that the supplier might need in order to submit a bid. (if applicable).	Make sure these can be reproduced for suppliers	
Procurement Details Worksheet (located on OTA website)	Provide details regarding procurement including but not limited to: Warranty Provisions, Inspection and Acceptance, Delivery Instructions, Performance Bonds, and other applicable language or requirements to be included in bid documents. Website url: http://www.dgs.ca.gov/pd/Programs/onetime.aspx under the <i>Purchase Requests (Purchase Estimate (PE) and Requisitions via FI\$Cal)</i> section	
Applicable Waivers/Approvals The approving department will forward the complete package with approvals to the Procurement Division.	Submit approval and Waivers to include: <ul style="list-style-type: none"> • CALPIA for furniture and other CALPIA items • Office of Fleet Administration Management (OFAM) for Vehicles, surplus property, Modular System Furniture (MSF), etc. (FI\$Cal transacting agencies obtain OFAM approval via FI\$Cal) Refer to MM15-05 for MSF purchases • Office of State Publishing (OSP) for Printing related items • Real Estate Services Division (RESA) for acquiring space, property and/or design services. Refer to SCM Volume 2, Chapter 2 - Procurement Planning, SCM-F, Chapter 2 – Procurement Planning	
Statewide Contract Exemption Form (if applicable)	Submit approved form or email from the Statewide Contract Administrator.	
Federal Grant	Include copy of grant documents to ensure any federal requirements are included in the solicitation.	
Prior Purchase Order	Provide copy of prior purchase order and all support documentation.	
DVBE Program Requirements and DVBE Incentive Waiver (if applicable)	Submit Waiver completed and signed. Form can be found at: http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-DVBEWaiverForm.pdf	

NON-IT Goods - Purchase Request Preparation and Submission Checklist

Item	Description	✓
<p>Approved Limit to Brand Statement (LTB)</p> <p>OR</p> <p>Approved Non-Competitively Bid Contract Justification (NCB)</p> <p>OR</p> <p>Approved Special Category Request (SCR)</p>	<p>In order to get your NCB/SCR/LTB approved, submit original documents (with wet signatures) to the Dispute Resolutions Unit (DRU) at:</p> <p>Department of General Services Attn: PD-DRU, 2nd Floor 707 3rd Street West Sacramento, CA 95605-2811</p> <p>Contact Disputes and Resolution Unit (DRU) at PDNCB@dgs.ca.gov regarding any and all questions.</p> <p>After the NCB/SCR/LTB is approved by DRU, if your procurement is above your Department's Purchasing Authority, submit your procurement request (STD 66 – Purchase Estimate or FI\$Cal Requisition) to PD One Time Acquisitions.</p> <p>If the NCB/SCR/LTB request is urgent, and you would like OTA to process the purchase request while the NCB/SCR/LTB is being revised by DRU, submit a copy of the NCB/SCR/LTB with a STD66-PE or FI\$Cal Requisition to: IAU@dgs.ca.gov</p> <p>Refer to SCM Volume 2, Chapter 5 – Non Competitively Bid (NCB) Contracts, SCM Volume 2, Chapter 4, Topic 3 – Limit to Brand or Trade Name (LTB) SCM Volume 2, Chapter 5, Topic 4 – Special Category Request (SCR) SCM-F, Chapter 6 – Non Competitively Bid (NCB) Contracts SCM-F, Chapter 2, Topic 7 – Special Category Request (SCR) SCM-F, Chapter 2, Topic 6 – Limit to Brand or Trade Name Contracts</p>	<p>✓</p>