



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA  
95605 (916) 375-4400 (800) 559-5529

**Broadcast Date: October 1, 2015**

**Bulletin #: P-12-15**

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**TO: Purchasing Authority Contacts (PAC)  
Procurement and Contracting Officers (PCO)**

**RE: Processing of Non- Competitively Bid (NCB) Contract Justifications, Limit to  
Brand or Trade Name (LTB) Statements, and Special Category NCB Requests  
(SCR)**

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Effective Thursday, October 1, 2015, the Department of General Services (DGS), Procurement Division's (PD), Dispute Resolution Unit (DRU) will receive and process all<sup>1</sup> Non-Competitively Bid (NCB) Contract Justifications, Limit to Brand or Trade Name (LTB) Statements, and Special Category NCB Requests (SCR). Previously, NCBs, LTBs, and SCRs were processed by different units within DGS/PD depending on the acquisition/contract type. This workload is now centralized within PD which will enable a streamlined review and approval process.

DRU will not process Purchase Estimates (PEs); please continue to submit PEs to the PD One-Time Acquisitions Unit.

Departments are to send NCB/LTB/SCR requests to the following address:

Department of General Services  
Procurement Division  
Dispute Resolution Unit  
707 Third Street, Second Floor  
West Sacramento, CA 95605

For questions regarding this notification, please contact:

Dispute Resolution Unit  
NCB Program  
[PDNCB@dgs.ca.gov](mailto:PDNCB@dgs.ca.gov)

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<sup>1</sup> Excludes IT NCB, SCR, and LTB requests related to a reportable IT project as well as NCB, SCR, and LTB requests related to telecommunications acquisitions.