

NOTICE OF CONTRACT AWARD

Pursuant to Management Memo 02-12, submit when using CMAS/Master Agreement for the following contracts: IT goods/services >\$100,000 to \$500,000; non-IT goods >\$100,000; and non-IT services >\$100,000 to \$250,000. Submit within five (5) days of contract award. Attach a copy of the awarded contract. Also use this Notice for reporting to DGS-PD ALL executed Non-Competitive Bid (NCB) contracts, regardless of the dollar value.

Reporting Department Information			
Department: (Name and Address)			
Contact Name:	E-mail:		
Telephone: ()	Fax: ()		
Required Contractor Information			
Contractor Name:	Contract Amount: \$		
Contractor Address:	Certified Small Business: ? Yes ? No DVBE: ? Yes ? No		
Provide a brief description of the required acquisition, including all the services the contractor will provide:			
Explain if this is an emergency purchase or how the supplier is the only source for the acquisition and reference the PCC that applies. (i.e., 12102, 10301/10302, or 10340)			
Pursuant to attachment B, C, & D of Management Memo 12-02, explain why this acquisition is required and how this acquisition meets at least one of the following criteria: a) provision of essential services; b) required for public health/safety; c) emergency as defined in Public Contract Code 1102 or; d) the acquisition is necessary to avoid financial loss to the state.			
Contract Type and Term			
Contract Type: (select one) ? Non-IT Goods ? Non-IT Service ? IT Goods ? IT Service ? IT Goods/Services			
Contract Term: From: _____ To: _____			
Explain late submittal below: _____			
Offer/Award Information			
Other Offers Received:	Was award made via NCB? ? Yes ? No If Yes, attach a copy of the signed and approved NCB document		
Supplier: Telephone: () Offer: \$	Supplier: Telephone: () Offer: \$		
_____ *DIRECTOR SIGNATURE	_____ DATE	_____ *AGENCY SECRETARY APPROVAL	_____ DATE

Remit completed form with copy of contract to:

Procurement Division
One Time Acquisitions
707 Third Street, 2nd Floor
West Sacramento, CA 95605

*Not necessary if NCB approved and attached.