

NOTICE OF CONTRACT AWARD

Pursuant to Management Memo 02-19, submit when using CMAS/Master Agreement for the following contracts: IT goods/services >\$250,000 to \$500,000; all Master Agreements >\$500,000 with approved exemption only. 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)	
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?
Supplier: Telephone: () Offer: \$	Supplier: Telephone: () Offer: \$
? Yes ? No If Yes, attach a copy of the signed and approved NCB document	
_____ *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.