



**Department of General Services
Procurement Division**

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

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: Revision to the State Contracting Manual, Volumes 2 and 3

This Broadcast Bulletin announces that the State Contracting Manual (SCM), Volumes 2 and 3 have been revised. The following information blocks contain revisions:

SCM, Volume 2

- Chapter 2
 - 2.C1.1 Fleet assets requiring OFAM approval ([rev 12/13](#))
 - 2.C3.5 Identifying CALPIA purchases ([deleted 12/13](#))
- Chapter 3
 - 3.6.3 Maximum preference allowed ([rev 12/13](#))
 - 3.7.6 Maximum preference allowed for low price awards ([rev 12/13](#))
 - Topic 9 – TACPA Competitive Solicitation Preference Program
 - 3.9.0 TACPA preference ([rev 12/13](#))
 - 3.9.1 TACPA solicitation language ([rev 12/13](#))
 - 3.9.3 Program description ([rev 12/13](#))
 - 3.9.4 Preference procedures ([rev 12/13](#))
 - 3.9.5 Maximum preference allowed ([rev 12/13](#))
 - 3.10.0 Utilizing recycled content products ([rev 12/13](#))
 - 3.10.1 Department Recycled Content Product purchasing requirements ([rev 12/13](#))
 - 3.10.2 Recycled preference and competitive solicitations ([rev 12/13](#))
 - 3.10.4 Supplier certification ([rev 12/13](#))
 - 3.10.5 Tire Recycle Preference ([rev 12/13](#))
 - 3.10.9 Recycled product reporting ([rev 12/13](#))
 - 3.11.2 Department Environmentally Preferable Purchasing requirements ([rev 12/13](#))
- Chapter 4
 - 4.B2.2 Common elements of written solicitations ([rev 12/13](#))
 - 4.B2.4 Preference programs ([rev 12/13](#))
 - 4.B3.2 Required language ([rev 12/13](#))
 - 4.B3.5 Contract award ([rev 12/13](#))
 - 4.B4.2 Required language ([rev 12/13](#))
 - 4.B4.4 Contract award ([rev 12/13](#))
- Chapter 6
 - 6.F3.4 WSCA/NASPO services ([added 12/13](#)) ([deleted 12/11](#))

- Chapter 12
 - Topic 3 – Prescription Drugs Purchased Outside of the Prescription Drug Bulk Purchasing Program Quarterly Report (deleted entire topic)
 - 12.B6.0 Calendar of reports [\(rev 12/13\)](#) [\(rev 7/12\)](#) [\(rev 6/11\)](#)

SCM, Volume 3

- Chapter 3
 - 3.6.3 Maximum preference allowed for low price awards [\(rev 12/13\)](#)
 - 3.7.6 Maximum preference allowed for low price awards [\(rev 12/13\)](#)
 - 3.9.0 TACPA preference [\(rev 12/13\)](#)
 - 3.9.2 TACPA solicitation language [\(rev 12/13\)](#) (rev 5/11)
 - 3.9.3 Program description [\(rev 12/13\)](#)
 - 3.9.4 Preference procedures [\(rev 12/13\)](#)
 - 3.9.5 Maximum preference allowed for low price awards [\(rev 12/13\)](#)
 - 3.10.0 Using recycled content products [\(rev 12/13\)](#)
 - 3.10.1 Department Recycled Content Product purchasing requirements [\(rev 12/13\)](#)
 - 3.10.2 Recycle preference and competitive solicitations [\(rev 12/13\)](#)
 - 3.10.4 Supplier certification [\(rev 12/13\)](#)
 - 3.10.5 Tire Recycle Preference [\(rev 12/13\)](#)
 - 3.10.10 Reporting [\(added 12/13\)](#)
 - 3.11.1 Policy [\(rev 12/13\)](#)
 - 3.11.2 Department Environmentally Preferable Purchasing requirements [\(rev 12/13\)](#)
- Chapter 4
 - 4.B2.2 Common Elements of Written Solicitations [\(rev 12/13\)](#)
 - 4.B2.3 Key Action Dates for IT Solicitations [\(rev 12/13\)](#)
 - 4.B2.7 Preference Programs [\(rev 12/13\)](#)
 - 4.B3.2 Required Language [\(rev 12/13\)](#) (rev 11/12)
 - 4.B3.3 Elements of the RFQ Solicitation [\(rev 12/13\)](#)
 - 4.B4.1 Two IFB Formats [\(rev 12/13\)](#)
 - 4.B4.2 Elements of the IFB solicitation [\(rev 12/13\)](#)
 - 4.B4.4 Contract Award [\(rev 12/13\)](#)
 - 4.B8.3 IT Contract Modules [\(rev 12/13\)](#)
- Chapter 8
 - 8.4.12 CALPIA orders [\(rev 12/13\)](#)
- Chapter 10
 - 10.4.2 IT software acceptance language [10.4.2 \(deleted 12/13\)](#)
- Chapter 12
 - Topic 3 - Prescription Drugs Purchased Outside of the Prescription Drug Bulk Purchasing Program Quarterly Report [\(deleted 12/13\)](#)
 - 12.B6.0 Calendar of reports [\(rev 12/13\)](#) [\(rev 7/12\)](#) [\(rev 6/11\)](#)

If you have any questions regarding this notification, please contact:
 Office of Policies, Procedures and Legislation
PPO@dgs.ca.gov