



**Department of General Services
Procurement Division**

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

**RE: Revision to the State Contracting Manual (SCM), Non-Competitively Bid (NCB)
Purchases**

This Broadcast Bulletin announces revisions made to the SCM, Volumes 2, 3 and F. The following chapters have been revised.

- **SCM, Volume 2**
Chapter 5
- **SCM, Volume 3**
Chapter 5
- **SCM, Volume F**
Chapter 6

The entire NCB chapter for each volume has been revised to include the following new information:

- **Appropriate and Inappropriate Justifications** – includes examples on circumstances related to justify a noncompetitive request.
- **Updates to the SCM and NCB Contract Justification request form** – provides guidance regarding fair and reasonable pricing, quantifying and substantiating agencies' cost savings, or averted costs.
- **NCB Corrective Action Plan (CAP)** – provides accountability tool for implementing CAPs submitted with NCB requests. DGS will work with agencies to ensure adherence to the CAP requirements.
- **NCB Escalation Process** – outlines the order and severity of enforcement mechanisms to be used when agencies fail to justify their non-competitive requests, plan sufficiently to avoid the NCB process, or fail to follow their corrective action plans.

Click the corresponding links above to view the live version of the SCM chapters. Once in the document, use the "Ctrl + F" function and search "6/18" to find a link of the redlined version.

For questions regarding this notification, please contact:

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