



**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, Volume 3**

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This Broadcast Bulletin announces that the State Contracting Manual (SCM), Volume 3, has been revised. The complete list of revisions:

**SCM, Volume 3**

- Chapter 2
  - 2.C4.0 FSR/ITPP ([rev 11/12](#))
  - 2.C4.1 Department interface with PD ([rev 11/12](#))
  - 2.C4.2 Requirements to submit to the DGS/PD ([rev 11/12](#))
  - 2.C4.3 Requests for the DGS/PD to conduct an IT procurement ([rev 11/12](#))
  - 2.C4.4 FSR/ITPP Approval is required ([rev 11/12](#))
  - 2.C4.5 Where and how to submit ([rev 11/12](#))
  - 2.C4.6 Cover letter ([rev 11/12](#))
  - 2.C4.7 FSR Preparation Instructions ([rev 11/12](#))
  
- Chapter 4
  - 4.B1.0 Informal vs. Formal ([rev 11/12](#))
  - 4.B2.13 Risk Guidelines ([rev 11/12](#))
  - 4.B3.2 Required Language ([rev 11/12](#))
  - 4.B4.0 Invitation for Bid (IFB) ([rev 11/12](#))
  - 4.B5.0 Request for Proposal (RFP) ([rev 11/12](#))
  - 4.B5.6 DGS/Office of Legal Services (OLS) Review of RFPs ([rev 11/12](#))
  - 4.B8.0 Bidder Instructions ([rev 11/12](#))
  - 4.B8.4 IT Goods and Services Solicitations Exceeding \$1,000,000 ([rev 11/12](#))
  - 4.D1.2 IFB/RFP Evaluation Documentation ([rev 11/12](#))
  - 4.D6.0 Value Effective Acquisitions ([rev 11/12](#))

If you have any questions regarding this notification, please

contact: Office of Policies, Procedures and Legislation  
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