

NON-IT Goods - Purchase Request Preparation and Submission Checklist

The following checklist has been developed to assist Agencies in the preparation and submittal of purchase requests (**Purchase Estimate (PE) STD. 66 / FI\$Cal Requisition**) to the Department of General Services (DGS) Procurement Division (PD), One Time Acquisitions (OTA) Unit, when the purchase exceeds an Agency Purchasing Authority.

This checklist and additional tools are available on the OTA website: <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/One-Time-Acquisitions>

To submit NCB/SCR/LTB Requests please contact the Dispute Resolutions Unit (DRU) at: PDNCB@dgs.ca.gov

To view a list of Departments with Approved Purchasing Authority, go to <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Policy-Training-and-Customer-Service/Purchasing-Authority-Unit>

For Procurement and Policy information refer to the State Contracting Manuals (SCM) found at: [https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual-Volume-2-3-FI\\$Cal](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual-Volume-2-3-FI$Cal). Submit procurement policy questions to: ppo@dgs.ca.gov

How to submit your Purchase Request:

- **Agencies not Transacting in FI\$Cal**, also known as Future Release, Exempt or Deferred (FRED) Agencies:

Submit a STD 66 – Purchase Estimate with all support documentation to PurchaseRequest@dgs.ca.gov.

- **Agencies Transacting in FI\$Cal:**

Submit a Requisition via FI\$Cal and attach all support documentation. Procedures how to submit a Requisition to OTA can be found at: <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/One-Time-Acquisitions>, under the section: *Services*. Click the link “Submit a FI\$Cal Requisition to One-Time Acquisitions”.

Please note, not all items listed are applicable to each type of procurement request.

Item	Description	✓
Purchase Estimate (Agencies <u>not</u> Transacting in FI\$Cal, also known as Future Release, Exempt or Deferred (FRED) Agencies) OR FI\$Cal Requisition (Agencies Transacting in FI\$Cal)	Submit completed and signed PE and attachments to PurchaseRequest@dgs.ca.gov . NOTE: Final product will be a Purchase Order (PO) Refer to SCM Chapter 2 Topic 6 - Purchase Requisition Submit a Requisition via FI\$Cal and attach all support documentation. NOTE: Final product will be a PO Refer to SCM-F Chapter 2 Topic4 – Purchase Requisition	
Ship To Address (FRED agencies only)	Provide Ship To Address(es) and respective FI\$Cal Ship To ID Number . All Ship To addresses must be entered in the FI\$Cal System before you submit your request. To request FI\$Cal to enter your Agency Ship To Addresses and get the Ship To ID Number, send request to: fiscalservicecenter@fiscal.ca.gov	

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Item	Description	✓
Quotes	Provide quotes: Two (2) supplier quotes (if competitive) One (1) quote if using approved NCB/SCR	
Technical Requirements	Provide Specifications documents, requirements or literature. Identify the mandatory and optional requirements.	
Drawing(s) or blue print(s) specific to the project that the supplier might need in order to submit a bid. (if applicable).	Make sure these can be reproduced for suppliers	
Procurement Details Worksheet (located on OTA website)	Provide details regarding procurement including but not limited to: Warranty Provisions, Inspection and Acceptance, Delivery Instructions, Performance Bonds, and other applicable language or requirements to be included in bid documents. Website url: https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/One-Time-Acquisitions . Click on "Submit a FI\$Cal Requisition to One-Time Acquisitions" or "Submit a Purchase Estimate (STD.66) to One-Time Acquisitions".	
Prior Purchase Order	Provide copy of prior purchase order and all support documentation.	
Federal Grant	Include copy of grant documents to ensure any federal requirements are included in the solicitation.	
Applicable Waivers/Approvals The approving department will forward the complete package with approvals to the Procurement Division.	Submit approval and Waivers to include: <ul style="list-style-type: none"> • CALPIA for furniture and other CALPIA items • Office of Fleet Administration Management (OFAM) for Vehicles, surplus property, Modular System Furniture (MSF), etc. (FI\$Cal transacting agencies obtain OFAM approval via FI\$Cal) Refer to MM15-05 for MSF purchases • Office of State Publishing (OSP) for Printing Services and Equipment • Real Estate Services Division (RESA) for acquiring space, property and/or design services, and Modular Systems after obtaining PIA Waiver. Refer to SCM Volume 2, Chapter 2 - Procurement Planning, SCM-F, Chapter 2 – Procurement Planning	
Printing Services Exemption Request (PSER)	State agencies must procure printing services through the DGS Office of State Printing (OSP). To request an exemption, an agency must submit a PSER to their OSP customer representative found at: https://www.dgs.ca.gov/OSP/Resources/Page-Content/Office-of-State-Publishing-Resources-List-Folder/Customer-Service-Lookup-for-Printing-Services Refer to: MM 19-03 dated 5/14/18	
Printing Equipment Acquisition Request (PEAR)	No state agency may acquire printing equipment valued in excess of \$50,000 without prior approval from the State Printer. Agencies seeking to acquire equipment must submit a PEAR and a Recovery of Investment Template (RIT) to: inplantopsmanager@dgs.ca.gov . Approved PEAR Must be submitted to DGS-PD OTA.	

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Leveraged Procurement Agreement (if applicable)	<p>Departments shall conduct Market Research to verify if the required services and/or goods are available through a Leveraged Procurement Agreement (LPA). If available on LPA, provide required information such as LPA type, number, classification, services and/or goods.</p> <p>Refer to: SCM Vol 2, Ch.2, Section B, Topic 2, and Ch.6; and SCM-F, Ch.2, Section B, Topic 3 and Ch.5</p>	
Statewide Contract Exemption Form (if applicable)	Submit approved form or email from the Statewide Contract Administrator.	
DVBE Program Requirements and DVBE Incentive Waiver (if applicable)	<p>Submit Waiver completed and signed.</p> <p>Form can be found at: http://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd07-04.pdf</p>	
<p>Approved Limit to Brand Statement (LTB)</p> <p>OR</p> <p>Approved Non-Competitively Bid Contract Justification (NCB)</p> <p>OR</p> <p>Approved Special Category Request (SCR)</p>	<p>When the dollar amount of the LTB/NCB/SCR justification exceeds your agency's granted approval dollar threshold, please refer to the Dispute Resolutions Unit (DRU) for additional information, and click on the "Submit NCB Justification Request to DGS" link to view and submit your request through the portal.</p> <p>DRU Website:</p> <p>https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Portal-for-Non-Competitively-Bid-Contracts</p> <p>Portal for Non-Competitively Bid Contracts:</p> <p>https://dgs.service-now.com/ncb</p> <p>For any and all questions related to this section, email the Disputes and Resolution Unit (DRU) at: PDNCB@dgs.ca.gov.</p> <p>If your procurement is above your Department's Purchasing Authority, submit your procurement request (STD 66 – Purchase Estimate or FI\$Cal Requisition) with the approved LTB/NCB/SCR to PD One Time Acquisitions following the instructions on page 1</p> <p>Refer to SCM Volume 2, Chapter 5 – Non-Competitively Bid (NCB) Contracts, SCM Volume 2, Chapter 4, Topic 3 – Limit to Brand or Trade Name (LTB) SCM Volume 2, Chapter 5, Topic 4 – Special Category Request (SCR) SCM-F, Chapter 6 – Non-Competitively Bid (NCB) Contracts SCM-F, Chapter 2, Topic 7 – Special Category Request (SCR) SCM-F, Chapter 2, Topic 6 – Limit to Brand or Trade Name Contracts</p>	
Prior NCB/LTB/SCR (if applicable)	A prior NCB/LBT/SCR must be submitted with Prior Purchase Order. If original NCB/LTB/SCR approved amount does not cover the option to increase, an amendment to the NCB/LTB/SCR is needed.	