



**Department of General Services  
Procurement Division**

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**Broadcast Date: February 20, 2007**

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

**RE: State Contract and Procurement Registration System (SCPRS)  
Phase II Enhancement Project Roll Out**

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Effective February 20, 2007, the State Contract and Procurement Registration System (SCPRS) has added several new features to the database that will further aid our customers in collecting and reporting data.

· **PURCHASING AUTHORITY NUMBER:**

The Department Delegation Number has now been changed to read the Purchasing Authority Number.

· **CONSULTING SERVICES DATA:**

The SCPRS has a new section for recording Consulting Services data required for yearly reporting to the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS).

· **CONTRACTOR INFORMATION:**

The SCPRS has been enhanced with two new certified Business Type reporting options:

1. Certified Non-Profit Veterans Service Agency (NVSA) at the time of award.
2. Certified Non-Profit (NP) at the time of the award.

· **OFFICE OF SMALL BUSINESS AND DISABLED VETERAN BUSINESS  
ENTERPRISE SERVICES - OSDS CERTIFICATION REFERENCE NUMBER:**

The contractor's OSDS Certification Reference number is now required if the Business Type selected is certified either Small Business (SB), Disabled Veteran

(DVBE), Micro Business (MB), Non-Profit Veteran Services Agency (NVSA) or Non-Profit (NP) at the time of the award.

· **FISCAL YEAR REPORTING:**

The SCPRS has added five (5) Fiscal Year reporting fields. The customer may enter a breakdown of the total contract/amendment total over multiple fiscal years however, the Fiscal Year Reporting section is not mandatory.

· **REPORTS:**

**Agency Contracts Report**

An enhancement has been made to the REPORT search parameters so the customer may select "ALL" for the first three reporting fields of Reporting Agency, Contract Type and Contract Method.

**Agency Contracts Report - Contract Type Field**

The SCPRS has two additional reporting options:

By selecting the Contract Type field, the customer may order a report by selecting:

- o All Contract types 1-12
- o All Other Contract Types 7 - 12

**BUSINESS TYPE**

The SCPRS has a search feature in the Agency Contracts Report option that will allow the customer to order reports based on the Contractor's SB, MB, DVBE, NVSA and/or NP certification status at the time of the award.

**ADDITIONAL REPORTING OPTIONS**

The following REPORT choices are available within the Agency Contracts Report options:

1. Consulting Services Reports
2. Fiscal Year Reports
3. Contracts Report based on UCM level

If you have questions or require assistance, contact the SCPRS Administrator at:

[scprsadministrators@dgs.ca.gov](mailto:scprsadministrators@dgs.ca.gov)